

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 4-01				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       4			Title of Work Assignment/SF Site Name Tech Support for National Wate				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 1.0, 2.0, 6.0					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2019   To   06/30/2020					
Comments: Immediate start is authorized for this work assignment										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2020										
This Action:						990				
Total:						990				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Robyn Delehanty							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 202-564-3880			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name   Lisa Mitchell-Flinn							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 513-487-2852			
							FAX Number:			
Contracting Official Name   Camille W. Davis							Branch/Mail Code:			
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>							Phone Number: 513-487-2095			
							FAX Number: 513-487-2115			

## **PERFORMANCE WORK STATEMENT**

**Cadmus EP-C-15-022**

**Work Assignment No. 4-01**

**Period of Performance: 7/1/19-6/30/20**

### **I. ADMINISTRATIVE:**

**A. Title:** Technical Support in Administration and Management of National Water Program

**B. Work Assignment Contracting  
Officer's Representative (WACOR):**

**Robyn Delehanty**

Office of Wastewater Management (OWM)

1200 Pennsylvania Avenue, NW (4201M)

Washington, DC 20460

202-564-3880

[Delehanty.robyn@epa.gov](mailto:Delehanty.robyn@epa.gov)

**Alternate Work Assignment Contracting  
Officer's Representative (WACOR):**

**Kit Farber**

Office of Wastewater Management (OWM)

1200 Pennsylvania Avenue, NW (4201M)

Washington, DC 20460

202-564-0601

[Farber.kit@epa.gov](mailto:Farber.kit@epa.gov)

LOE: 990

PWS: 1.0, 2.0 and 6.0

### **C. Quality Assurance**

Task 1 and 2 in this work assignment require the use of primary and/or secondary data. Collection, use, and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under task 0 of WA 0-01, consistent with the Agency's quality assurance (QA) requirements, appending the Contract Level Quality Assurance Project Plan (QAPP)]. The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

### **D. Background:**

The Office of Water has responsibility for establishing national program policy and a regulatory framework to ensure safe and clean water. This work assignment supports the Environmental Protection Agency's (EPA) Strategic Goal 1, Objective 1.2 Provide for Clean and Safe Water. The Office of Wastewater Management (OWM) provides oversight, assistance, and financial support to state, interstate, and tribal partners to support implementation of water pollution control programs. Water pollution control grant program funds assist states, interstates, and tribes in the prevention and abatement of surface and ground water pollution from both point and nonpoint sources. The program supports a broad spectrum of water quality program components including: a) water quality planning, b) ambient water quality monitoring and assessments, c) water quality standards, d) total maximum daily loads (TMDLs), e) permitting, f) compliance and enforcement, and g) ground water protection.

### **II. OBJECTIVE:**

This work assignment provides contractor technical support to the National Water Program for program integration and oversight of Regional, state, interstate, and tribal water quality programs, including ground water protection. Technical support includes: (1) data analysis, (2) program analyses relating to implementation of state and tribal programs, (3) maintaining the



water pollution control grant program allocation formula and model for developing annual state, interstate, and regional tribal allocations, and (4) training and technical assistance.

### **III. TASK DETAIL:**

The contractor shall perform the following tasks:

#### **Task 0: Work Plan and Monthly Progress Reports**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 3-01. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 0 of WA 0-01. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must be provided in accordance with the reporting requirements within the contract to include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

#### **Task 1 - Technical support for the Water Pollution Control Grant Program Allocation Models**

The contractor shall support EPA in updating and maintaining the state and tribal water pollution control grant allocation formulas and models. The state formula is found in 40 Code of Federal Regulations Part 35 and is further impacted by the issuance of annual appropriations and national guidance. The EPA requires technical support in updating and maintaining the models and generating targets and alternative funding for state, interstates and Regional allocations for tribal programs for FY 2020 - 2022.

##### *Subtask 1.1 – Revisions to the State in Interstate Integrated Allocation Models*

The contractor shall provide technical support to EPA in implementing revisions to the current integrated allocation model. As required by regulation (40 CFR Part 35.162), the data in the variable portion of the state and interstate allocation models will be updated at a minimum, every 5 years but could be updated more frequently if requested by states or interstates. The model uses existing data as outlined in Table 1 of the regulations. The contractor shall, as needed, develop final FY 2020 state, interstate, and tribal allocations and projections for additional years. Support for this subtask shall include: (a) conducting comprehensive quality assurance/quality control (QA/QC) review of the model, the programming, and its functionality to ensure correct operation and report generation; (b) reprogramming of the model to incorporate modifications to the state, interstate, and regional

tribal formula per any revisions to part 35 regulations and issuance of national guidance, and (c) conducting update of data in the model, including available impairment data.

*Subtask 1.2 – Technical Support for Allocation Options*

The contractor shall provide EPA with technical support to develop and implement options for allocating increased or decreased funding for the water pollution control grant program under EPA's FY 2020 through FY 2022 proposed budgets. For planning purposes, it is anticipated that the contractor shall develop and implement approximately six (6) options for allocating funding in this period of performance.

*Subtask 1.3 – Revisions to the Grant Allocation Model Operational Guide*

Under WA 3-01 the contractor developed the Clean Water Act Section 106 Grant Allocation Model Operational Guide (GAM). The contractor will update the GAM with 2019 -2020 specific information, as needed, or at the technical direction of the WACOR.

*Subtask 1.4 - Preparation of Informational Materials*

The contractor shall provide technical support to prepare informational materials to communicate changes in resource data, allocations, and resulting impacts to various audiences, such as EPA Headquarters and Regional Program Managers, states, tribes, interstates, Congress, and the general public. EPA anticipates the development of one (1) informational material of approximately 1-3 pages in length. The contractor shall provide a draft of the document to the EPA WACOR for review and comment. Upon the receipt of comments by the EPA WACOR, the contractor shall finalize the document.

**Task 2 - Provide technical and analytical support for the Tribal Program under the Water Pollution Control Grant Program**

OWM has responsibility for managing a tribal set-aside program under the water pollution control grant program. This tribal set-aside program provides support for "treatment in a manner similar to a state" (TAS) approved tribes to implement water quality management programs.

*Subtask 2.1 – Support Revisions to the Final Guidance on Awards of Grants to Indian Tribes under Section 106 of the Clean Water Act (Section 106 Tribal Guidance)*

The Section 106 Tribal Guidance was released in 2006 for fiscal years 2007 and beyond. Supplemental Guidance on developing monitoring strategies, maintaining electronic data and assessment reports was released in 2008. The contractor shall support the WACOR and a regional workgroup in updating the guidance through participating in workgroup conference calls, taking notes, inserting and tracking changes made by the workgroup in the revised guidance document, developing graphics, ensuring consistent messages across the guidance, formatting the draft guidance document, and developing communication materials on the proposed revisions for EPA HQ, Regions, and tribal partners. Guidance revision will begin in January of 2020. The Section 106 Tribal Guidance will not be finalized under WA 4-01.

*Subtask 2.2 – Logistical Support for Region 9 Tribal Workshop*

The 1-week Tribal Water Quality Standards Academy (workshop) will be held in the Spring 2020. Location is still to be determined. There will be approximately 100 tribal participants. The contractor shall provide technical and logistical support for online registration and for posting of support materials including: five one-hour conference calls with the workshop workgroup to develop the agenda, assistance in developing language and tools to add to the

Region 9 website, developing and managing registration with information on name, affiliation (tribal or other), address, email and phone. The contractor shall provide update to EPA about the registration weekly. The contractor shall print and assemble 15 binders and 110 flash drives to workshop location and ship them to the workshop location such that they arrive 3 business days before the start date of the workshop. Each binder and flash drive will include an agenda, presentation and exercise materials. Binders will not to exceed 250 pages. All presentations and exercises will be provided to the contractor in electronic form. The contractor shall also post all materials to the workshop website. The contractor shall provide one staff person to act as the point of contact between hotel staff and presenters for audio/visual as well as take notes during the workshop. The contractor shall develop an evaluation of the course for participants to fill out and compile information and sent to EPA within 60 days after the end of the workshop.

*Subtask 2.3 – Develop Fact Sheets for Key Parameters*

Under WA 3-01 the contractor developed two (2) fact sheets one for e coli and another for macroinvertebrates two of the 7 key parameters identified for collection by tribal water quality sampling programs in the Section 106 Tribal Guidance. The contractor shall develop 3 additional parameter-specific fact sheets based on WACOR technical direction and using the format established under WA 3-01.

*Subtask 2.4 - General Support for the Section 106 Tribal Program*

Upon the receipt of written technical direction from the EPA WACOR, the contractor shall provide technical support in addressing issues arising from the implementation of the 2007 Tribal Guidance. Assistance may include: (1) assessing tribal compliance with the guidance, (2) evaluating the status of tribal development of water pollution control programs, (3) evaluation of tribal assessment activities, and (4) communications/outreach materials highlighting the accomplishments of the program.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
0	Workplan, budget, and identify revisions needed for QA supplemental document	According to contract.
0	Make revisions to existing SQAPP, if needed	Within 30 days of WP approval
0	Monthly progress reports	Monthly per contract requirements
<b>Task 1: Technical support for the Water Pollution Control Grant Allocation Models</b>		
1.1 and 1.4	Update data in the Model if requested by states	As requested by WACOR
1.2	Provide Model Runs	Within one week of technical direction to support potential allocation scenarios, the President's Budget and the Appropriation by Congress
1.3	Update GAM	Within 3 weeks of WACOR

		request
<b>Task 2: Provide technical and analytical support for the Tribal Program under the Water Pollution Control Grant Program</b>		
Subtask 2.1	<p>Support tribal guidance revisions based on workgroups recommended changes</p> <p>Participate in conference calls and take notes</p> <p>Insert and track workgroup changes in text</p> <p>Develop graphics</p>	<p>As requested by WACOR</p> <p>WACOR will notify contractor when call will take place</p> <p>As needed</p> <p>As needed</p>
Subtask 2.2	<p>Provide logistical support for Region 9 training efforts through:</p> <p>Participating in five (5) conference calls</p> <p>Develop and test workshop website, including registration page.</p> <p>Print, assemble and ship 15 binders with workshop materials.</p> <p>Purchase 110 jump drives, download workshop materials and ship to workshop location.</p> <p>Draft and finalize workshop evaluation forms</p> <p>Provide one (1) staff person to take notes during the workshop and liaise with hotel staff</p> <p>Develop summary report of participant feedback</p> <p>Post materials on website</p>	<p>As scheduled by WACOR</p> <p>Within 20 days of technical direction</p> <p>Within 10 days of receipt of electronic files</p> <p>Ship materials to the workshop location such that they arrive 3 business days before the start date of the workshop</p> <p>Draft 45 days before start of workshop. Final 10 days before start of workshop</p> <p>During workshop</p> <p>Within 60 days of workshop completion</p> <p>Within 10 days of workshop completion</p>
Subtask 2.3	<p>Develop draft fact sheets</p> <p>Finalize factsheets.</p>	<p>30 days after WACOR provides parameters</p>

		Within 10 days of receiving final edits from WACOR
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## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TRAVEL**

EPA anticipates one (1) contractor shall travel to participate in the Region 9 Tribal Workshop under this work assignment for a total of 5 days.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

The workshop supported by this work assignment is being developed as part of grant and does not meet the definition of an EPA conferences. EPA spending will not meet the spending criteria (currently \$20,000) which requires completion of a 5170 approval.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CLCOR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 4-03				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       4			Title of Work Assignment/SF Site Name Healty Watersheds Prot				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.4, 4.2.1 through 4.2.3, 6.2.3, 6.2.5, 6.3.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2019   To   06/30/2020					
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2020										
This Action:						4,700				
Total:						4,700				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Miranda Chien-Hale						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-566-0401				
						FAX Number:				
Project Officer Name   Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name   Camille W. Davis						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 3-03**  
**Period of Performance: 7/1/19-6/30/20**  
**PWS for Option Period 4**

**I. ADMINISTRATIVE:**

**A. Title: Recovery Potential Screening and Healthy Watersheds Protection**

**B. Work Assignment Contracting Officer's Representative (WACOR):**

Miranda Chien-Hale (4503T)  
Office of Wetlands, Oceans and Watersheds  
1200 Pennsylvania Ave NW  
Washington, DC 20460  
202-566-0401  
chien-hale.miranda@epa.gov

**Alternate Work Assignment Contracting Officer's Representative (WACOR):**

Carol Peterson  
Office of Wetlands, Oceans and Watersheds  
1200 Pennsylvania Ave NW  
Washington, DC 20460  
202-566-1304  
Peterson.Carol@epa.gov

**C. Quality Assurance:**

The tasks in this work assignment do require secondary environmental data compilation. In particular, the following tasks utilize data and will be addressed by a SQAPP:

**Task 1 – Watershed indicator data development and management**

**Task 2 – RPS Tool development and maintenance**

**Task 3 – Watershed assessment technical support projects**

**Task 4 – Healthy watersheds protection and partnering studies**

Consistent with the Agency's quality assurance (QA) requirements, the contractor shall supplement the Contract Level Quality Assurance Project Plan (QAPP) with a Supplemental Quality Assurance Project Plan (SQAPP). As these same tasks have been supported by the contractor in Option year 2, the previous, finalized SQAPP exists and remains sufficient in scope to address Option year 3 QA requirements with only minor updates. The contractor shall implement this existing SQAPP update after addressing revisions provided by the EPA WACOR as necessary for QAC and QAO approval. The contractor shall immediately notify the CL COR and WA COR of any significant QA issues, and how they are being resolved addressed, in the monthly progress reports as specified below under Task 0. For deliverables utilizing geospatial datasets, quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>.

**D. Background:**

This Work Assignment will support EPA's watershed technical assistance through Recovery Potential Screening (RPS) and Healthy Watersheds (HW) protection efforts in the water quality-related programs active in states, river basins and other geographical areas. Contractor-assisted RPS/HW support from EPA to states, territories, tribes, federal and multi-agency partnerships and other water program partners has involved projects in most states during the past year in this contract and the past several



years via other past contracts. Many additional projects are anticipated during the coming project period due to EPA support of state priority-setting among their watersheds, increasing availability of national data on watershed health, acting on opportunities for data and tool improvements, and collaborating with additional EPA and state water programs such as wetlands, drinking water/source water protection, and estuaries, when such programs express interest in using RPS and HW data, tools and methods.

Recovery Potential Screening (RPS) is a technical assessment method for systematically comparing relative restorability among many different impaired waters or watersheds based on multi-metric indices drawn mostly from landscape and monitoring data. The screening is often performed to identify more restorable waters that are good candidates for restoration, but the RPS method can be customized to a very wide variety of comparative assessment and decision support uses. In virtually all applications, RPS relies on comparing numerous attributes georeferenced to the watershed units of one, well-established national geospatial dataset, the Hydrologic Unit Code (HUCs). Using attributes of a single geospatial unit and widely-used dataset simplifies and speeds up watershed assessment, as compared to complex analyses of multiple geospatial datasets.

Healthy Watersheds Assessment (HW) is very similar in that it also compares large numbers of watersheds across whole states and other large areas, using geospatial attributes and methods identical to RPS. Whereas analyzing healthy watersheds is one of many purposes to which RPS can be applied for watershed analysis and comparison, HW is more specific to watershed health in particular, and HW assessments generally support protection efforts more so than restoration. HW support tasks also involve studying the application and relative success of protection techniques and watershed management approaches. These findings help inform ways for EPA, state and other partners to apply their HW assessments in more effective protection approaches. HW assessments draw from the same indicator data as RPS and use the same analytical protocols, tools and QA/QC, thus EPA's support projects frequently include both HW and RPS. RPS/HW is applicable to a wide range of activities across water programs, for example: setting priorities among 303(d) listed waters in watersheds; determining the prioritized schedule of Total Maximum Daily Load (TMDL) development; setting priorities for TMDL implementation; setting priorities and detecting risks to drinking water source areas; evaluating pollution control grant proposals; and developing other restoration and protection strategies. RPS/HW tools and data have already been utilized in 37 states and territories, and thoroughly documented in EPA websites (see [www.epa.gov/rps](http://www.epa.gov/rps), [www.epa.gov/hwp](http://www.epa.gov/hwp) and [www.epa.gov/wsio](http://www.epa.gov/wsio)). RPS tools have been developed for all 50 states and are being completed for all US territories; nearly all also contain HW health and vulnerability indicators.

Many RPS/HW projects are comprehensive, multi-purpose statewide or large-area efforts in which EPA and its contractor help the state or other partner plan intended uses of RPS/HW, identify appropriate metrics, gather and measure data, develop broadly applicable watershed analysis tools for the project area, demonstrate RPS/HW techniques in workshops, and transfer RPS/HW tools and data products. Projects also can be more narrowly defined, as in a demonstration of RPS/HW as a general framework for managing nitrogen and phosphorus pollution. Either or both types of project may require support under this Work Assignment. Because RPS/HW services are widely in demand, it is also proven efficient to develop multi-state or even national data and tools rather than separately repeat data and tool development one state at a time. For this reason, the Work Assignment also contains national data, assessment and tool development support to augment single state projects and make them more efficient. In addition, the development of training materials, outreach venues such as web materials, and background studies on effective application of watershed restoration and protection policies is

included as general, national activity that ultimately also supports state-specific and project-specific needs.

## **II. OBJECTIVE:**

The contractor shall support the priorities and requirements of the work assignment as described below. The primary goal of this WA is to help EPA provide technical data, tools, and assistance to state (and other partners') water-relevant programs that need to systematically set priorities at a watershed level for best results. Below is a set of descriptions of tasks under this Work Assignment (WA) that are designed to address this objective. The contractor shall provide RPS/HW support to EPA as described in the Tasks below. All deliverables must be in an electronic format supportable by EPA at the end of the period of performance for this Work Assignment. Any deliverable that will be accessible by the public shall comply with EPA Section 508.

This work will be completed commensurate with Sections 3.2, 3.4, 4.2.1 through 4.2.3, 6.2.3, 6.2.5, 6.3.2 and 7.6 of the Contract Level PWS. The level of effort estimated for this work assignment is 4700 hours.

## **III. TASK DETAILS:**

The contractor shall perform the following tasks:

### **Task 0 - Work Plan, SQAPP and Monthly Reporting (est. 5% of WA total effort):**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level Quality Assurance Project Plan (QAPP) is required. The contractor shall update and utilize to the fullest extent the already existing SQAPP from WA# 2-03 under this Work Assignment. In addition, the SQAPP will address as necessary the requirements noted at <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. Applicable, existing SQAPP update materials about EPA shall be provided by the EPA WACOR, and the contractor shall add as necessary any other SQAPP updates. All QA documentation prepared under this WA shall be considered non-proprietary, and shall be made available to the public upon request. The contractor shall immediately notify the EPA WACOR of any QA problems encountered that may impact performance with recommendations for corrective action.

This task also includes monthly progress and financial reports, which are to be submitted pursuant to the contract. Monthly financial reports must include a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the EPA CLCOR and WACOR if any changes to the collection and analysis of the data are needed and prepare or modify the SQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Deliverables:** Work Plan, updated SQAPP document, and Monthly Reports.

### **Task 1 – Watershed indicator data development and management (25%).**

The primary form of data used in this WA is indicator measurements on a watershed basis (e.g., % of area in the watershed that is Urban), and thus compiling and analyzing indicator values is central to every RPS/HW project. Basically, watershed indicators shall be compiled on a project-specific (e.g., usually state-specific) scale or, where nationally consistent data sources are available, on a national scale to cover numerous states' watershed information needs with maximum efficiency. Both approaches are covered under this WA. The contractor shall compile, fully document and deliver to EPA watershed indicators at standard watershed scales (HUC12, HUC8, NHDplus Catchment, or other), both nationally and for project-specific geographic areas, under this Task.

Due to its long-standing history of supporting state watershed analysis with indicators and tools, EPA maintains a Watershed Index Online (WSIO) website at [www.epa.gov/wsio](http://www.epa.gov/wsio) that hosts a national library of watershed indicator data. This is the major source of indicators for RPS/HW projects on individual states, river basins or other areas. At WSIO, the indicators are stored in data tables georeferenced as attributes of the Watershed Boundary Database (WBD) HUC12 national snapshot, which is used as a standard by most EPA watershed projects. Although WSIO currently hosts only HUC12 data, watershed attributes at HUC8, catchment and potentially other scales shall be added to WSIO under this WA. Note that the hundreds of WSIO indicators are attributes of a very few, commonly used geospatial datasets that are already posted on the EPA geoplatform; thus this WA involves compiling and using attribute data tables rather than full geodatabases.

Under Task 1, the contractor shall continue to undertake a broad-based review of suitable watershed indicator sources and identify potential indicators that can be added to the WSIO data tables. Included in this review can be any existing WSIO indicators that are suggested for modification, update or deletion. This review shall include sources of potential indicators at HUC12, HUC8 and catchment scales. Contractor shall briefly identify in all cases the potential indicator name, watershed scale, data source, how measured, and a description including estimated effect on watershed condition and relevance to restoration or protection. This review and delivery of findings may be conducted incrementally throughout the project period.

After review of contractor findings, the EPA WACOR shall identify through technical direction those indicators that the contractor shall process and add to the WSIO attribute data. Many indicators may be available without modification at a useful scale, and others may require additional processing steps. The contractor shall compile a minimum of 50 new indicators at HUC12 scale and 100 indicators at HUC8 scale. Due to substantial existing and forthcoming new data, contractor shall

compile at least 500 indicators at catchment scale. These are all at conterminous US scale. Compilation of each indicator shall involve development of EPA's required metadata documentation, as well as related information routinely compiled in the WSI indicator tables.

For all indicator data to be housed in the WSIO, contractor shall meet as appropriate all EPA metadata requirements and previously established documentation and tracking information (i.e., the WSIO master tracking table) used for current WSIO indicators organization and maintenance. The existing tracking table addresses only HUC12 indicators, and can be used to continue organizing metadata at that scale. The indicator data at HUC8 and Catchment scales will require development of two additional tracking tables that are scale-specific. All delivered metadata tracking tables and data tables shall be in EPA-compatible electronic file formats, and shall meet as necessary EPA requirements for geospatial metadata. Further, if so directed, the contractor shall support the EPA WACOR with data publication and file formats needed to potentially publish WSIO data as RESTful Web Services or other appropriate EPA format.

On a project-specific level, the contractor shall also compile indicators for use in RPS/HW projects (as per Tasks 3 and 4). Many indicators in the WSI will have no additional processing needed, but others will be available only from state and affiliated sources and will require additional compilation effort to be brought into the same format as the WSI indicators for RPS/HW usage. The total number of project-specific indicator additions cannot be predicted with certainty at this time, but may average around 20 indicators per project. The contractor shall ensure that the compiled indicator data are processed into and/or compatible with the local RPS/HW tools as well as online RPS/HW tools that may be utilized in the screening analyses. Project-specific indicator data are generally not added to the WSIO unless national in coverage, so whereas these should meet metadata documentation requirements the WSIO tracking table requirements would not apply.

Indicator development also cuts across several other areas of the scope of this WA, including project-specific indicator development (Tasks 3 and 4), tool updates (Task 2) and indicator reference material development for technical outreach (Task 5). In these cases, any deliverables involving indicators are covered under those Task's deliverables instead of Task 1's deliverables.

**Deliverables:** review of potential additional watershed indicators; approximately 500 catchment metrics organized for national data management; approximately 150 new or modified HUC12 and HUC8 metrics delivered as national data; documentation that meets EPA geospatial requirements for metadata; new or updated national indicator tracking files for HUC12, HUC8 and catchment scale metrics.

## **Task 2 – RPS Tool development and maintenance (10%).**

RPS/HW projects typically involve assembly of watershed indicators into RPS Tools that support a wide variety of systematic comparisons among watersheds. EPA's RPS Tools have existed and been used for state water program support since 2005 and have been national in coverage (through state-specific tools) since 2014. Whereas Task 1 addresses the watershed indicators used in these comparisons, Task 2 addresses the analytical tools that house the project-specific indicators and provide the functionality to do systematic comparisons for water program support. These tools may vary in design and purpose but are all referred to here as RPS Tools. These tools are generally Excel

files specially coded to store watershed data values, use these data to calculate simple index values, and display tabular, graph and map image results.

Due to their extensive past history of use with states and others, the work involving RPS Tools is generally updating, revision and new version distribution of RPS Tools and their derivatives, rather than development of entirely new tools. The contractor may be tasked by technical direction to improve RPS Tool functionality; it can also become necessary for the contractor to troubleshoot and correct tool malfunctions that sometimes arise from Excel software updates and related causes. Further, as RPS Tools contain an embedded special selection of WSIO indicators that can become dated, new indicator data may become incrementally available to include in RPS Tools.

Under Task 2, the contractor shall develop and test any necessary improved tool functions and then update and reissue the national set of RPS tools for all states and territories at least once during the project period, or twice if by technical direction from the EPA WACOR. The contractor shall also update or provide design inputs to derivatives of the RPS Tool (e.g., the generic RPS Tool, WSIO Tool) and the RPS Tool user manual up to two times during the project period. Tool development or enhancement as part of project-specific (e.g. state-specific) activities shall be considered part of the deliverables of Task 3 and 4.

**Deliverables:** Up to two national updates of all state and territory tools; up to two updates of RPS tool user guide and generic RPS tool; technical design contributions to RPS Tool derivatives such as the WSIO tool; tool enhancements or troubleshooting for any of the above tools if technically directed.

### **Task 3 – Watershed assessment technical support projects (25%).**

Under Task 3, this WA involves using watershed indicators and tools to provide specific support to individual projects involving EPA regions, states/tribes/territories and other collaborators involved in achieving water quality program purposes. Most RPS/HW support involves some degree of watershed comparative screening analysis by the contractor as expert assistance to the state. Projects can sometimes be limited to custom tool development and related data compilation and addition to the tool. The most common type of project is likely to be a statewide screening and comparison of watersheds using Excel-based RPS Tools, based on a specific theme of interest (e.g., a common pollutant of concern; a set of watersheds of specific value or interest; a set of restoration or healthy watersheds protection options in need of a strategy and priority order).

As all 50 states and many of the larger river basins have been given the opportunity to receive RPS/HW support from EPA due to more universally available data and tools, and new requests can come at any time, the list of the states and others to be supported under this task cannot be specified in advance. Currently active requests that arose during option year 2, for example, include MI, NJ, HI, NM, CT, KS, MS and the US Territories. State, river basin or other geographic area project requests may also involve EPA cross-program collaboration, such as involving EPA national or regional drinking water source protection, impaired waters, nonpoint source, wetlands or other water-relevant theme. No state, region or other geographic area (such as US lands addressed by other EPA or federal environmental programs) is precluded from possible involvement in an RPS/HW project.

The EPA WACOR initiates all RPS/HW analysis projects (e.g., for a specific state or other client) through written technical direction to the contractor. The contractor shall then design a summary of the approach to be taken to the analysis, and validates this with the WACOR and the state participants.

The contractor shall then carry out the analysis involving the RPS scoring tool or equivalent tool, and shall generate a state custom RPS tool and deliver RPS/HW tool copies of specific screening runs that are completed. The contractor products may include individual maps, rank-ordered tables, and bubble plot graphics as visual byproducts of the screening analyses. Ultimately, each project should yield analytical results and/or data and tools that meet the state's request, and these results shall be produced by the contractor in a format that can be transmitted to EPA and the state requestor. The EPA WACOR may include webinars or onsite workshops (see also Task 5) by written technical direction for any given project under Task 3.

Assistance projects may vary in size as approved by the WACOR, but are expected to generally involve 50 to 100 hours of effort to complete (not counting workshops or webinars, if also involved). Up to 15 RPS/HW state-specific support projects and up to 10 other (multi-state, river basin, or other geographic area) projects shall be completed by the contractor under this task.

**Deliverables:** up to 15 state-specific tools/projects using RPS and/or HW data and methods; up to 10 custom (non-state) tools/projects per option year.

#### **Task 4 – Healthy watersheds protection and partnering studies (25%).**

RPS/HW projects, indicators, and tools have included a growing number of healthy watersheds (HW) protection applications in recent years. RPS Tools were used by 12 states in identifying protection priorities for state water programs over the coming several years. A Preliminary Healthy Watersheds Assessment (PHWA) documenting watershed health and vulnerability was completed for the lower 48 states during 2015 and 2016. Multiple grants and other programs have funded specific protection projects around the country, and these have stimulated partnering among EPA surface waters programs, source water protection programs, and other agencies such as NRCS and USFS. Such efforts can be supported by analyses using the same kinds of watershed indicators and comparative tools. However, watershed data and analyses to support protection are less developed than those comparing impairment and restoration priorities.

As a newer growth area, the ability to support HW projects requires similar developmental efforts to those that led to the existing WSIO watershed indicators and RPS tools. Task 4 addresses this part of the WA in the form of further development of protection-relevant and health-relevant indicators and methods, based on what's needed to support states and other partners' watershed protection efforts. This shall also involve compiling and evaluating available information on state protection priorities, protection approaches, and potential partners, and evaluation of existing work done to estimate healthy watersheds condition and vulnerability. All of the above provide important background insight that will support the development of improved, protection program-relevant indicators and methods.

Under Task 4, the contractor shall continue to support existing EPA analysis of states' watershed vulnerability and health (i.e., condition), building upon the results of the PHWA, as requested by states or other partners and authorized through EPA WACOR's technical direction. Such activities may enhance or improve PHWA results and provide project partners with better characterization of watershed condition. Products from these activities may be considered part of Task 3's project-specific deliverables and are not listed separately in Task 4 deliverables. Also in Task 4, the contractor shall use multiple studies and data sources that characterize watershed condition to compare with and validate PHWA results. This effort shall be compiled in a draft and final report, which shall be reviewed by the EPA WACOR; review comments on draft and final versions shall be addressed by the contractor.

Task 4's watershed protection theme will involve building better understanding of how programs (e.g., under Clean Water Act CWA or Safe Drinking Water Act SDWA) and statutory authorities can be used to protect high quality waters and watersheds. The contractor shall review such programs and identify the ways they are successfully used by states and other partners to accomplish watershed protection. Two such reviews of importance in 2018 include a review of protection opportunities and practices under SDWA and a review of the status of protection efforts in state programs associated with CWA Section 319, nonpoint source control. Also under Task 4, the contractor shall compile information on state agencies and other state partners involved in the protection of watersheds and high quality waters, their approaches, and where they are active. This may include, for example, state DNRs or DEQs, state parks agencies and fisheries programs, nonpoint source or watershed restoration and protection programs, and related federal and non-governmental organizations. Generally, these studies shall be conducted on single states or EPA Regions and findings compiled into brief summary reports. Up to five such studies shall be completed.

Further, in this Task the contractor shall use PHWA, RPS, WSIO and similar data on health and vulnerability to characterize and summarize different programmatic efforts to protect high quality



waters and watersheds. These areas subject to protection may include but are not limited to the areas involved in applications for Healthy Watersheds Consortium Grants, the areas flagged for protection priorities by state 303(d) programs, and healthy watersheds priority areas flagged by Chesapeake Bay watershed states. This effort shall be compiled in a draft and final report, which shall be reviewed by the EPA WACOR; review comments on draft and final versions shall be addressed by the contractor. Additional analyses of programmatic protection efforts may be authorized through technical direction by the EPA WACOR.

**Deliverables:** draft and final technical document on validating watershed condition assessment; up to five summary documents synthesizing watershed protection techniques, approaches and organizations; draft and final technical document detailing the status of CWA Section 319 protection efforts; draft and final technical document relating state and other protection projects to watershed condition attributes.

**Task 5 – RPS and healthy watersheds technical training and outreach (10%).**

As they involve significant communications and technical information transfer with states and others, RPS/HW projects contain a technical training and outreach component. Three closely related EPA websites have supported these activities and helped inform state and other users for several years: see [www.epa.gov/wsio](http://www.epa.gov/wsio) , [www.epa.gov/rps](http://www.epa.gov/rps) and [www.epa.gov/hwp](http://www.epa.gov/hwp). These sites host indicator data and metadata, tools, methodological steps, and background information on watersheds and indicators. State-specific projects very often involve webinars and/or onsite workshops in which hands-on demonstration of RPS/HW tools and analyses occur. Technical presentations for states and others occur at major workshops and conferences, and technical papers have been developed to communicate about RPS and HW to broader audiences. Task 5 covers these technical training and outreach activities.

Under Task 5, the contractor shall support changes as required by the EPA WACOR to correct or improve website content related to RPS/HW support. The RPS, HW and WSIO websites contain a variety of technical tools and data designed to help states assess and compare their watersheds. These resources include but are not limited to: screening methodology directions, recovery potential indicators lists, indicator reference sheets, a recovery literature database, results plotting tools, index calculation tools, screening project reports and papers, and links to related tools from other websites. When authorized through technical direction, the contractor shall develop content updates, section-by-section replacements or additions to the website in formats that can be reviewed and approved by the EPA WACOR and then transferred to the EPA website by the WACOR or other qualified editor. Note that, since EPA's adoption of the Drupal content management system for its websites, the contractor may support content development of web resources as described above, but cannot be tasked to directly edit or modify the EPA website.

When a state's request is simple and narrow in scope and the state possesses some expertise in watershed screening and comparison with RPS/HW or other tools, these types of support may be provided through conference calls and webinars. The contractor shall support webinar-assisted projects by hosting the webinar and communicating with participants about schedule and agenda; developing any RPS/HW materials needed in advance of the webinar; and developing a webinar summary product (e.g., agenda and slide decks) and transferring contractor-generated materials to the WACOR and the state. Up to 20 webinars of 1 to 3 hrs each shall be supported under Task 5.

In cases where an RPS/HW workshop is directed by the EPA WACOR, the contractor shall organize and



support the workshop in the following manner: Coordinate optimum scheduling and state onsite facility arrangements; prepare agenda, handouts and presentation materials; arrange travel for one or two RPS/HW experts (one geospatial) to a state hosted location; facilitate the workshop, including compiling possible RPS/HW applications of interest to the state, providing hands-on training, and identifying relevant recovery potential metrics, data, and screening products; and develop a meeting summary product and transfer contractor-generated materials to the WACOR and the state. Up to 5 one to two-day workshops involving two contractor personnel shall be supported under Task 5.

Also under Task 5, the contractor shall participate in preparation and delivery of presentations and technical papers in conferences or other venues such as workshops or technical journals. Such presentations and documents shall be based on RPS/HW analyses, data, tools, and findings as related to water and watersheds programs. Technical papers may require multiple revisions and outside reviewers. Participation of one to two contract staff in up to three conferences, and development of up to two technical papers, shall be supported through Task 5.

**Deliverables:** incrementally developed revised or new web content for EPA watershed websites; up to 20 webinars; up to 5 onsite workshops; up to 3 technical conference presentations and 2 technical documents concerning the subject of this work assignment.

#### IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below. Details of this work will be communicated by periodic updates of technical direction.

TASK No.	DELIVERABLE	DATE DUE TO EPA
<b>Task 0 - Workplan Submission</b>		
	Workplan and budget	According to contract
	SQAPP update	Within 30 days of Work Plan acceptance.
	Monthly progress reports	Monthly
<b>Task 1 - Watershed indicator data development and management</b>		
	review of potential additional watershed indicators	Incrementally through WA duration
	National data tables for approximately 50 HUC12 metrics organized for national data management	Incrementally through WA duration
	National data tables for approximately 100 HUC8 metrics organized for national data management	Incrementally through WA duration
	National data tables for approximately 500 catchment metrics organized for national data management	by April 1, 2020
	Metadata documentation meeting EPA requirements	Sept 30, 2019 and then incrementally for new products
	National indicator tracking files for HUC12, HUC8 and catchment scale indicators	Within 30 days of national data tables delivery
<b>Task 2 – RPS Tool development and maintenance</b>		

one national update of all state and territory RPS Tools	By September 1, 2020
one update of RPS tool user guide and generic RPS tool	By August 1, 2020
technical design contributions to RPS Tool derivatives; tool enhancements or troubleshooting	If issued written technical direction
<b>Task 3 – Watershed assessment technical support projects</b>	
up to 15 state-specific tools/projects using RPS and/or HW data and methods	180 days after technical direction initiating specific project
up to 10 custom tools/projects using RPS and/or HW data and methods	180 days after technical direction initiating project
<b>Task 4 – Healthy watersheds protection and partnering studies</b>	
draft and final technical document on validating watershed condition assessment	By December 1, 2019
up to five summary documents synthesizing state watershed protection approaches and organizations	Incrementally through duration of WA
draft and final technical document detailing the status of CWA Section 319 protection efforts	By December 1, 2019
draft and final technical document relating state and other protection projects to watershed condition attributes	By May 1, 2020
<b>Task 5 – RPS and healthy watersheds technical training and outreach</b>	
new web content for EPA watershed websites	If issued written technical direction
up to 20 webinars	Incrementally through duration of WA
up to 5 onsite workshops	Incrementally through duration of WA
up to 3 technical conference presentations and 2 technical documents	Incrementally through duration of WA

## V. MISCELLANEOUS:

### **Software Application Files and Accessibility:**

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/> The EPA WACOR shall identify which of delivered products will require 508 compliance.

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial->

policies-and-standards. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see:  
<https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

## **VI. TRAVEL**

Travel to the destinations listed will require approval of the WACOR and CL-COR per contract requirements. If destinations change the contractor will be notified by the WACOR and new destinations provided as needed through written technical direction. Contractor travel will be necessary in the completion of this WA's tasks. An estimated 18 person-trips averaging two nights each is anticipated. For clarity, the following does not represent 18 separate trips; some trips will require two contractors traveling at once to each stated location. For planning purposes these trips shall include the following destinations:

Destination		Tasks Supported
Washington, DC	(2)	all
Trenton, NJ	(2)	3, 4, 5
Atlanta, GA	(2)	all
Kalamazoo, MI	(2)	3, 4, 5
Raleigh, NC	(2)	3, 4, 5

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual, such as the WACOR or Alt. WACOR is permitted to provide technical direction. Technical direction must be within the scope of the statement of work and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**XI. QUALITY ASSURANCE SURVEILLANCE PLAN:**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 4-04			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       4			Title of Work Assignment/SF Site Name Reg 3 Public Water System Impl			
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 1.5, 2.0, 3.2, 3.4, 4.0, 6.0, 7.0, 8.2, 8.3				
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2019   To   06/30/2020			
Comments:									
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)  (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:			LOE:				
09/01/2015   To   06/30/2020									
This Action:									
Total:									
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:					Cost/Fee		LOE:		
Cumulative Approved:					Cost/Fee		LOE:		
Work Assignment Manager Name   Heather Arvanaghi  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 215-814-5477 FAX Number:		
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:		
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:		
Contracting Official Name   Camille W. Davis  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115		

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 4-04**  
**(July 1, 2019 – June 30, 2020)**

**I. ADMINISTRATIVE:** These tasks are authorized by the Contract Level Performance Work Statement sections 1.5, 2.0, 3.2, 3.4, 4.0, 6.0, 7.0, 8.2, and 8.3.

**A. Title: Region 3 Public Water System Implementation Support**

**B. Work Assignment Manager:**

Heather Arvanaghi  
Drinking Water Section (3WD21)  
1650 Arch Street  
Phila., PA 19103  
215-814-5477  
[Arvanaghi.heather@epa.gov](mailto:Arvanaghi.heather@epa.gov)

**Alternate Work Assignment Manager:**

Patti Kay Wisniewski  
Drinking Water Section (3WD21)  
1650 Arch Street  
Phila., PA 19103  
215-814-5668  
[Wisniewski.patti-kay@epa.gov](mailto:Wisniewski.patti-kay@epa.gov)

**C. Quality Assurance:**

Tasks 5, 6, and 8 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) completed under Task 0 of WA 0-04 and revised under WA 1-04. The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:**

EPA Region III is responsible for the direct implementation of the Public Water System Supervision (PWSS) Program in the District of Columbia (DC) and must review compliance data, oversee operational and research studies, provide technical assistance, and ensure the performance of sanitary surveys of the District's public water systems (PWSs).

As the primacy agency for the PWSS program in the District of Columbia, EPA Region III receives and reviews compliance data from six (6) regulated PWSs in DC. The Safe Drinking Water Act (SDWA) requires that sanitary surveys of PWSs be conducted periodically in order to ensure that these water systems comply with all regulations promulgated under the SDWA. EPA Region III uses contractor support to perform sanitary surveys of the PWSs in DC and for data management support. As needed, EPA Region III also provides technical assistance and training to regulated water systems and other water users in the District as well as regional staff.

## **II. OBJECTIVE:**

The contractor shall provide assistance to EPA for program implementation, including: (1) development of resources for use in program implementation and evaluation; (2) conducting sanitary surveys of public water systems in DC and preparing reports; (3) providing support for SDWIS/State implementation and transition to SDWIS Prime; 4) providing program and state training; and (5) providing other technical support necessary for effective implementation of the Safe Drinking Water Act.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 3-04. The work plan shall explain that any collection, use and analysis of data for Tasks 5, 6, and 8 in this work assignment will be identical to the procedures described in the approved SQAPP for the parameters currently described in the SQAPP.

This task also includes monthly progress and financial reports. Monthly financial reports shall be submitted per contract reporting requirements and must include a table with the invoice LOE and cost broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The Contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occurs, and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the Contractor receives notification of the revised/amended SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The

EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables: Work plan and monthly progress and financial reports. Checklist for Quality Assurance Project Plans, Summary of Quality Assurance Activities and Issues by Work Assignment.

### **Task 1 –Drinking Water Training**

The Contractor shall provide a 1.5 to 2 day drinking water training course in Philadelphia to EPA regional staff on the Lead and Copper Rule. Using existing Contractor developed for EPA training materials, the Contractor shall provide to the WACOR: agenda; slides; student handouts; classroom activities as needed to enhance lectures and to benefit student understanding of the materials; course evaluation; and certificates for attendees. The Contractor shall hold one or two planning conference calls with the WACOR to discuss course logistics, materials, etc.

Deliverables: One training course with draft and final course training materials

### **Task 2 – Sanitary Surveys at Public Water Systems in DC**

The Contractor shall support EPA with conducting sanitary surveys at three public water systems in the District of Columbia. These shall be conducted at a time mutually agreeable to EPA, water system representatives, and the Contractor. In support of this task the Contractor shall perform the following tasks:

- (a) Review the drinking water sampling plans, and necessary documents;
- (b) Conduct a pre-sanitary survey conference call 3 weeks prior to the on-site with utility staff and EPA staff to prepare for visit;
- (c) Handle the logistical arrangements between EPA staff, Contractor, and all other participants that will be in attendance during the sanitary survey, including setting a start time, meeting location, security authorizations and any other needs for a successful on-site visit;
- (d) Conduct a full sanitary survey which includes the eight elements outlined in the *EPA/State Joint Guidance on Sanitary Surveys* (December 1995), as applicable to a particular system and follows all EPA guidance. This sanitary survey onsite shall include viewing of corrections to significant deficiencies made by the water supplier.
- (e) The Contractor shall use the EPA Region III multi-page form format to record these visits, adding photographs, field measurements, and other information as needed to develop a report documenting the visit;



- (f) Conduct exit briefing prior to leaving the public water system;
- (g) Prepare draft reports of the sanitary survey;
- (h) Address any comments provided by EPA and prepare a final report of the sanitary survey;  
and
- (i) Assist EPA with determining how to update data fields to SDWIS/State. This may include preparing an XML file of updated data elements to be migrated to SDWIS/State.

### **Subtask 2.1 – Sanitary Surveys of the Two Naval Public Water Systems**

The Contractor shall conduct sanitary surveys for both the Washington Navy Yard and Naval Observatory public water systems in the District of Columbia in Fall 2019, at a time mutually agreeable to EPA, Navy representatives, and the Contractor. The sanitary surveys shall take place on consecutive days. The most recent sanitary survey of these water systems was performed in 2016. These water systems consist of distribution systems with no treatment facilities. For planning purposes, the Contractor shall provide no more than two staff persons for three days on-site.

For budgeting purposes, the Contractor shall anticipate the survey reports to be finalized multi-page forms, along with maps, photographs, organizational charts, and other supplemental information deemed relevant, which should be included in appendices. A draft report shall be provided to EPA WACOR within two weeks of completion of the onsite visit. The draft report will be reviewed simultaneously by the EPA WACOR and one to two other commenters who may provide major comments. The Contractor shall incorporate these reviewer comments and deliver the draft final report within one week of receipt of EPA's comments on the draft report. EPA anticipates no more than two draft versions. For a report with only minor revisions or comments from the water supplier, EPA will seek the Contractor's review and response to the comments without revisions to the document. The Contractor shall deliver the report to the EPA WACOR. Email submission is acceptable, as is posting of large documents to a secure File Transfer Protocol (FTP) website.

### **Subtask 2.2 – Sanitary Survey of the JBAB**

The Contractor shall conduct a sanitary survey of the Joint Base Anacostia-Bolling public water system in the District of Columbia before June 2020, at a time mutually agreeable to EPA, JBAB representatives, and the Contractor. The most recent sanitary survey of the JBAB water system was performed in June 2017. This water system consists of a distribution system only (i.e., no treatment facilities). For budgeting purposes, the contractor shall anticipate providing two (2) staff experienced in conducting sanitary surveys for an on-site visit lasting no more than four (4) days.

For budgeting purposes, the Contractor shall anticipate the survey reports to be finalized multi-page forms, along with maps, photographs, organizational charts, and other supplemental information deemed relevant, which should be included in appendices. A draft report shall be provided to EPA WACOR within two weeks of completion of the onsite visit. The draft report will be reviewed simultaneously by the EPA WACOR and one to two other commenters who may provide major comments. The Contractor shall incorporate these reviewer comments and deliver the draft final report within one week of receipt of EPA's comments on the draft report. EPA anticipates no more than two draft versions. For a report with only minor revisions or comments from the water supplier, EPA will seek the Contractor's review and response to the comments without revisions to the document. The Contractor shall deliver the report to the EPA WACOR. Email submission is acceptable, as is posting of large documents to a secure File Transfer Protocol (FTP) website.

Deliverables: Draft and final sanitary survey reports; data for upload to SDWIS/State

### **Task 3 – Finalization of work under 3-04**

The Contractor shall finalize work initiated under work assignment 3-04. This work may include (1) developing final course materials and conducting a training course in the District of Columbia for water suppliers; (2) finalizing the chlorine calibration video; and (3) preparing and delivering a training course in Philadelphia for EPA Region III staff on the Phase II/V Rule.

Deliverables: one day training course with student materials, chlorine calibration video, SDWA Rule training course with draft and final course training materials

### **Task 4 – Certified Operator Status Update**

Under Work Assignments 0-04, 1-04, 2-04, and 3-04 of the current contract, the Contractor collected information on the status of certified operators at public water systems in the District. The Contractor shall update this listing. For planning purposes, the Contractor shall gather this information when sanitary surveys are conducted at public water systems under this work assignment. For any public water system not planned for a visit under this work assignment, the Contractor shall by August 1, 2019 prepare a list of those certified operators whose certifications have expired or will expire between July 1, 2019 and December 31, 2019 for EPA follow-up. The Contractor shall by February 1, 2020 prepare a list of those certified operators whose certifications have expired or will expire between January 1, 2020 and June 30, 2020 for EPA follow-up.

Deliverables: Two listings of operator certification expiration dates set to expire

### **Task 5 - SDWIS Data Management Support**

The Contractor shall assist EPA with implementation of its data management responsibilities by completing the following tasks:

#### **Subtask 5.1 – SDWIS/State Implementation Assistance**

The Contractor shall assist EPA with hosting SDWIS/State on the Contractor's server and optimizing the use based on any issues or gaps noted during a recent DC direct implementation program review and for input of monitoring data and data obtained during sanitary surveys. This could include: importing monitoring schedules; assistance with defining monitoring locations; assistance with electronic data importing via XML sampling and lab to state; and other data management related tasks such as the use of Drinking Water Watch; identifying and assisting with correcting errors or omissions; and making recommendations for improvements in the use and maintenance of SDWIS/State.

#### **Subtask 5.2 - SDWIS Transition to Prime and CMDP Support**

The Contractor shall support the regional transition to the Compliance Data Monitoring Portal (CMDP) and SDWIS Prime. The Contractor shall assist in setting up and running both test and production versions of CMDP and SDWIS Prime and work with the region, DC PWSs, and laboratories to ensure the new systems function properly after the transition. Work shall include, but not be limited to: detecting and correcting corrupt and/or inaccurate records; migrating data from SDWIS to SDWIS Prime; determining and setting SDWIS Prime system configuration; and setting up and initiating stakeholder and end user education, training and communication. The Contractor shall assist in identifying and linking interfacing applications with SDWIS Prime; and provide user support, such as training and assisting users having issues with CMDP and SDWIS Prime.

For planning purposes, the Contractor shall provide 2-3 webinars, no longer than one hour in length, to train regional staff and DC public water systems and laboratories on the use of new tools or functions. The topics for the webinars will be defined by the WACOR as needs arise.

**Deliverables:** Data Management technical assistance to be provided through emails, conference calls, webinars or meetings

#### **Task 6 – Revised Total Coliform Rule (RTCR) Implementation**

The Contractor shall assist EPA with implementation of this rule by completing RTCR Level 2 Assessments. The Contractor shall be prepared to conduct two Level 2 assessments as needed on very short notice. The staff conducting these assessments shall have demonstrated to the WACOR that they are qualified to conduct these assessments based on previously provided documentation under WA 0-04 and certification from EPA Region III. All assessments shall include EPA staff and staff representing the PWS. All findings of the assessment shall be documented on the EPA Region III Level 2 Assessment Form developed by the Contractor under WA 1-04.

Deliverables: Potential Level 2 assessments at DC public water systems

### **Task 7 - Sanitary Survey Training Course**

The Contractor shall provide an agenda, training slides, and other materials and conduct a sanitary survey training course for state staff. The Contractor shall use course materials developed under this contract, Work Assignment #1-04 with only minimal updating. This course shall be held in central West Virginia and include field visits to a ground water and a surface water public water system. The Contractor shall plan for a 4 day course with a class size of 20 - 25 students. The Contractor shall provide all resource documents electronically to all students for their future use. The Contractor shall provide a course evaluation form to gather student feedback on the training and provide a summary of this feedback to the EPA WACOR. The West Virginia Department of Health and Human Resources and the EPA WACOR will assist with locating water systems for onsite visits.

Deliverables: One multi-day sanitary survey course, resource materials, course evaluation summary.

### **Task 8 – Just in Time Technical Assistance**

Through the use of written Technical Direction, the WACOR will provide specific tasks for the Contractor to provide technical assistance to EPA. It is anticipated that these tasks will relate to those activities that cannot be planned for, but must be addressed as situations arise at the water utilities within the District. Such tasks could include, but are not limited to: conducting a RTCR Level 1 assessment facilitated discussion; sampling (to be defined) and conducting a RTCR Level 2 assessment; reviewing proposed treatment changes; review of treatment or other operational studies or plans; and development of public communication materials.

The Contractor shall be prepared to conduct a facilitated discussion at one water system in response to their trigger of a Level 1 assessment. EPA is interested in using such as an opportunity to provide training and awareness to the utility in how to conduct such an assessment. This activity is expected to follow the real-world event that occurred at the water system that triggered a Level 1 assessment. The Contractor shall be prepared to conduct this discussion as soon as possible after resolution of the event by the water system and to document discussions, identify additional training needed on the part of the water system and provide an evaluation form to participants.

Samples to be collected under Task 6 at the written request of the COR shall be analyzed either at EPA's Environmental Science Center at Ft. Meade (if available) or at another certified drinking water lab. Samples shall not be analyzed by the USACE Washington Aqueduct. In order to be prepared to complete such sampling, the Contractor shall update table developed under WA 1-04, which includes the following:

- a) Names of qualified samplers;
- b) Costs of bottles, preservatives and other needed supplies to properly collect samples;
- c) Table, by parameters monitored under the National Primary Drinking Water Regulations, listing bottle type and size, preservatives, shelf life, transportation or time considerations for delivery of collected samples to a laboratory for analysis;
- d) Timeline for samplers to arrive in DC to begin sample collection;
- e) Description of any pre-existing drinking water laboratory arrangements with certified drinking water laboratories, including list of parameters that can be analyzed, and cost multiplier used for expedited turn-around times with timeline basis
- f) List of field equipment maintained and calibration frequency

The Contractor shall estimate minimal efforts for this task. EPA will assist with sample bottle procurement if these can be obtained from EPA's laboratory. EPA is not authorizing the Contractor to purchase bottles and supplies. This will be authorized via written technical direction at the time the sampling needs (parameter(s), quantity, locations) are defined.

Deliverables: Completed tasks as required via written technical direction with written reports or assessment forms to document the work completed and recommendations; analytical results; details on sampling team preparations

## **Sampling**

Samples to be collected under Tasks 6 and 8 at the written request of the WACOR shall be analyzed either at EPA's Environmental Science Center at Ft. Meade (if available) or at another certified drinking water lab. Samples shall not be analyzed by the United States Army Corps of Engineers, Washington Aqueduct. In order to be prepared to complete such sampling, the Contractor shall be prepared to staff two sampling teams consisting of at least two persons with at least one expert sampler and the necessary supplies. The Contractor shall be prepared to be deployed with very short notice from the WACOR.

#### IV. SCHEDULE OF DELIVERABLES:

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>0</b>	Work Plan and budget	According to contract
	Monthly progress and financial reports	Monthly according to contract
<b>1.</b>	LCR Training	To be conducted between July 1, 2019 and December 31, 2019.
<b>2.</b>	Conduct 2 Sanitary Surveys	To be conducted between October 2019 through June 2020
	2.1 Draft Sanitary Survey Reports for Navy PWSs	Within 2 weeks of completion of the sanitary survey
	2.1 Final Sanitary Survey Report for Navy PWSs	Within 2 weeks of receipt of EPA comments/request for revision
	2.2 Draft Sanitary Survey Report for JBAB	Within 2 weeks of completion of the sanitary survey
	2.2 Final Sanitary Survey Report for JBAB	Within 2 weeks of receipt of EPA comments/request for revision
	Review of Sanitary Survey Report minor response comments from reviewers	As requested; response due within 2 weeks of EPA request to review
<b>3.</b>	Finalize work under WA 3-04 DC Sampler Training course	To be conducted no later than June 30, 2020
	Video	No later than June 30, 2020
	Rule training course	No later than June 30, 2020
<b>4.</b>	Certified Operator status	During the water system sanitary surveys; and for others by August 1, 2019 and February 1, 2020
<b>5.</b>	Data Management Assistance	Ongoing technical assistance to enhance EPA's usage of SDWIS
<b>6.</b>	RTCR Implementation: Conduct Level 2 assessments	As needed under Written Technical Direction
<b>7.</b>	Sanitary Survey Training Course in West Virginia	July or August 2019
<b>8.</b>	Just in Time Technical Assistance	Will be handled by written Technical Direction with written reports to follow completion of tasks

## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

### **TRAVEL**

Travel is anticipated for this work assignment following appropriate approval by the work assignment CLCOR. Any travel will be allowable only in accordance with the limitation of FAR 31.205-43 and FAR 31.205-46, and must be approved by the appropriate EPA CLCOR prior to travel taking place.

This work assignment anticipates 1 trip to Philadelphia for a 1.5 to 2 day Lead and Copper Rule training under Task #1. This work assignment anticipates 2 separate trips to Washington DC for Task # 2. This work assignment anticipates 1 multi-day trip to central West Virginia for Task #7. Each trip will involve no more than 2 staff persons. Travel will occur within the timeframes noted on the Deliverables table. Tasks #6 and 8 will include travel but only if and when written technical direction is provided for work under these tasks.

### **CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The Contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the Contracting Officer (CO), CLCOR and/or WACOR.

### **PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **VI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WA COR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

<b><u>Performance Requirements</u></b>	<b><u>Performance Standards</u></b>	<b><u>Surveillance Methods</u></b>
Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
<b>Programmatic Standard:</b> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. Assumptions utilized in environmental planning and applying engineering principles are clearly documented.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA).
<b>Cost Control Standard:</b> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified. The contractor shall provide a risk management strategy that identifies specific project element(s) that adversely impact proposed work plan. The risk management strategy shall present impacts if course is continued without mitigation, and solutions to resolve the issue(s). The risk Management Strategy shall consider process, schedule, prioritization, and cost benefit analysis.	The contractor shall manage costs to the level of the approved ceiling on each individual WA. The contractor shall notify the EPA WACOR, CL COR, and CO when 75% of the approved funding ceiling for any particular WA is reached. If a contractor fails to manage and control cost, any resultant overrun cannot exceed the total contract obligation for that period.	The EPA CL COR will routinely discuss the work progress and contract level and individual task order expenditures with the Project Manager. The WACOR will maintain regular contact with the Contractor's designated task order manager/project manager to discuss task order progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.
<b>Schedule Standard:</b>	No more than 15% of all	EPA will closely monitor task



Services and deliverables shall be in accordance with schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance..	deliverables per WA shall be submitted more than 3 work days past the due date.	milestone and deliverable schedules and review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in task orders. EPA will notify the contractor when it becomes apparent that an established schedule will not be met.
<b>Document Development:</b> Documents shall be technically and factually accurate, and suited to the intended audience. The draft version of a document shall meet a standard of no more than 2 typographical and/or grammatical errors per page and require no more than two editorial revisions. Final documents must meet a standard of no more than 2 typographical and/or grammatical errors per document.	No more than 15% of deliverables and work products for any WA furnished to EPA for review by CL COR/WACOR and QAO shall require revisions to meet the requirements of the QMP and QAPP for the WA.	The WAC will review drafts to assess technical accuracy and editorial quality. The WACOR will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 4-06	
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:	
Contract Number EP-C-15-022		Contract Period 09/01/2015 To 06/30/2020			Title of Work Assignment/SF Site Name		
		Base                      Option Period Number    4			Support for CCL 5 Chem Selecti		
Contractor Cadmus Group LLC, The				Specify Section and paragraph of Contract SOW 1.0, 1.1			
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance  From 07/01/2019 To 06/30/2020			
Comments:							
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund							
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)    (Cents)    Site/Project (Max 8)    Cost Org/Code
1							
2							
3							
4							
5							
Authorized Work Assignment Ceiling							
Contract Period:		Cost/Fee:		LOE:		0	
09/01/2015 To 06/30/2020							
This Action:				870			
Total:				870			
Work Plan / Cost Estimate Approvals							
Contractor WP Dated:				Cost/Fee		LOE:	
Cumulative Approved:				Cost/Fee		LOE:	
Work Assignment Manager Name    Kesha Forrest						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number: 202-564-3632	
						FAX Number:	
Project Officer Name    Nancy Parrotta						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number: 202-564-5260	
						FAX Number:	
Other Agency Official Name						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number:	
						FAX Number:	
Contracting Official Name    Camille W. Davis						Branch/Mail Code:	
_____ (Signature)                      (Date)						Phone Number: 513-487-2095	
						FAX Number: 513-487-2115	

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 4-06**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Contaminant Candidate List 5 Chemical Selection**

**B. Work Assignment Manager:**

Kesha Forrest  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
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**Alternate Work Assignment Manager:**

Lameka Smith  
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Water (OGWDW)  
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4607M)  
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202-564-1629  
[Smith.lameka@epa.gov](mailto:Smith.lameka@epa.gov)

**PWS:**

**1.0 Developing or Revising National Primary and Secondary Drinking Water Regulations, Underground Injection Control Regulatory Requirements and Other SDWA Rulemakings**

**LOE: 870**

**C. Quality Assurance:**

The tasks in this work assignment require the use of primary and/or secondary data. Tasks 1, 2, 3, and 4 in this work assignment require quality assurance (QA). Consistent with the Agency's quality assurance (QA) requirements, the contractor must supplement the Contract Quality Assurance Project Plan (QAPP), which has been provided by the contractor, to assure the quality of the data used under tasks 1, 2, 3 and 4 of this work assignment. Work on these tasks cannot proceed until the contractor receives notification on the SQAPP approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under WA 6-06 and 6-11 (Contract EP-C-12-023), consistent with the Agency's quality assurance (QA) requirements, supplementing the programmatic quality assurance project plan (PQAPP).

**D. Background:**

The Safe Drinking Water Act (SDWA) as amended in 1996 requires EPA to publish a list of contaminants that are known or anticipated to occur in public water systems, and which may require regulation under the SDWA known as the Drinking Water Contaminant Candidate List, or CCL. (Section 1412(b)(1)).

EPA published the final fourth drinking water Contaminant Candidate List (CCL 4) in the Federal Register on November 17, 2016. CCL 4 was a carryover from the previous CCL, CCL 3, except for 5 contaminants that were removed due to final or pending regulatory determinations and two contaminants added because of the public nominations process.

In developing CCL 3, EPA implemented an improved process from that which was used for previous CCLs. The CCL 3 process was based on substantial expert input and recommendations from the National Academy of Science's National Research Council (NRC) and National Drinking Water Advisory Council (NDWAC). EPA used a multi-step process to identify contaminants for inclusion on the CCL 3. The first step involved identifying a broad universe of approximately 7,500 potential drinking water contaminants. The Agency then applied screening criteria to identify a preliminary CCL (PCCL) of almost 600 contaminants based on a contaminant's potential to occur in public water systems and the potential for public health concern. These chemicals were then further evaluated using a classification approach and expert judgment to identify the CCL 3. For the fifth CCL, CCL 5, EPA intends to use the same overall framework of CCL 3 with modifications to improve and streamline the process.

In addition to evaluating the overall CCL process, EPA requested public nominations of contaminants to be considered for CCL 5. EPA also requested supporting information that shows the nominated contaminant may have an adverse health effect on people and the contaminant occurs or is likely to occur in public water systems. The nominations period was open from October 4, 2018 to December 5, 2018. This work assignment will continue efforts to support EPA's CCL 5 process and focus on updating and finalizing products (documents/data compilations) developed under previous work assignments (Contract EP-C-12-023 WA 6-06 and 6-11), in preparation for the publication of the Draft fifth Contaminant Candidate List (Draft CCL 5).

## **II. OBJECTIVE:**

The contractor shall produce deliverables according to the statement of work below. Upon receipt of comments from the EPA WACOR, the contractor shall revise the draft deliverables into a finalized product(s) to support and document the CCL 5 process.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Quality Assurance Project Plan (QAPP), noted above, and ensure the quality of primary data and secondary data used to complete these

tasks. The work plan shall explain when the SQAPP will be submitted based on the specific data requirements of the WA. In developing the SQAPP, the contractor shall use relevant content from the SQAPP completed under task zero of WA 0-08 previously done under Contract EP-C-15-023. This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Project Officer and WA manager if any changes to the collection and analysis of the data occur and prepare a new supplemental PQAPP accordingly.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Deliverables:    Work Plan  
                         Supplemental Project Specific Quality Assurance Project Plan  
                         Monthly Progress and Financial Reports  
                         Checklist for Quality Assurance Project Plans  
                         Summary of quality Assurance Activities and Issues by Work Assignment

## **Task 1 – Support for the CCL 5 Contaminant Prioritization**

### **1.1 Data Compilation and Processing of Drinking Water Data and Data Sources for CCL 5 Contaminant Prioritization**

To streamline the CCL process, EPA has compiled data and continues to compile data in a R-coding data set to support CCL 5's contaminant prioritization and selection. Under previous Cadmus Contract EP-C-12-023 (WA 6-06 and 6-11) the contractor supported EPA in collecting, evaluating and/or processing (i.e. QA and formatting) updated data to be utilized in CCL 5 contaminant prioritization and selection process. Per technical direction of the WACOR, the contractor shall continue support in processing and compiling data for CCL 5. This task includes the continuation work previously started but is not limited to the data compilation and processing initiated for CCL 5 data sources such as unregulated Six-Year Review data (TD submitted under WA 6-06) and Hazard Substance Data Bank (TD submitted under WA 6-11).

Deliverables:    Draft and final summary spread sheets for any new data sources formatted for use for CCL 5 Contaminant prioritization

## **1.2 QA and Analysis of the CCL 5 Contaminant Prioritization Process**

The EPA is in the process of internally applying QA measures to ensure the accuracy of the data analysis and coding. The QA reviews are being documented by individual team members in separate Microsoft Word files. Based on written technical direction from the EPA WACOR, the contractor shall review documented QA files to identify modifications to data processing, screening approaches for developing a PCCL, and the classification approach to developing a CCL. The contractor's analysis shall consider whether the modifications are opposed to or aligned with feedback received from past public comments, Science Advisory Board, NDWAC and/or NRC.

Deliverables: Draft and final summary analysis of modification to CCL approach

## **Task 2 – Technical Analyses, Data Evaluation and Summaries of Unregulated contaminants**

### **2.1 Evaluation and analysis of data on Nominated Contaminants from Public and Workgroup**

Under the WA 6-06, the contractor evaluated data submitted during the CCL 5 public nominations process and identified data that was appropriate for the CCL screening process. Per technical direction, the contractor shall conduct additional evaluation and analysis on the nomination data and/or update the previous information provided under the previous WA. The contractor shall also draft a summary document of the nominations and the process used to analyze/evaluate of the nominated contaminants, like the “Summary of the Nominations for the Third Contaminant Candidate List” and “Summary of Nominations for the Fourth Contaminant Candidate List (CCL 4)”.

The CCL 5 team/agency workgroup is or will be evaluating the data sources and data compiled to initiate the CCL 5 process. The agency workgroup members will be asked to provide feedback on compiled data and asked to provide additional data sources or data not considered. The contractor shall support EPA's evaluation of data submitted during the workgroup deliberations. The contractor shall compile a summary (table or spreadsheets) of data submitted by the workgroup and compare that data to data EPA has previously collected to determine whether the data provided is new or has already been captured in the compiled data set. If new data is submitted, the contractor shall evaluate and document whether the data meets the assessment factors (developed under CCL 3) to be considered in the CCL process (i.e., is the data relevant, is the data complete (including meeting quality requirements), and is the data redundant with any other more comprehensive data sources), and evaluate whether the data could be used for screening and scoring based on the data hierarchies developed under CCL 3 or based on modifications made for CCL 5. Also, the contractor shall provide feedback on the data provided and suggestion on whether the data should be considered as a primary or secondary data source. This is to ensure that the best available data is used in the CCL 5 evaluation process.

Deliverables: Draft and final Contaminant analysis for nominated contaminants or data from the public

Draft and final Summary document of the Public Nominations for CCL 5

## 2.2 Evaluation and Analysis of data for Negative Regulatory Determination Contaminants

CCL serves as the list of drinking water contaminants in which EPA evaluates for determining if a contaminant may require rule making. This process is known as the regulatory determinations (Reg. Det.) process. The EPA has made decisions not to regulate a total of 24 contaminants as part of Reg. Det. cycles 1, 2 and 3 (listed below). For CCL 4, EPA evaluated 20 contaminants from CCL 1 and CCL 2 for which the agency made negative regulatory determinations. Since the contaminants remain unregulated, including the 4 from cycle 3, EPA will consider them for possible inclusion for CCL 5. Per technical direction from the EPA WACOR, the contractor shall develop and document a process for evaluating previous CCL contaminants in which a negative regulatory determination has been made. The process should include literature searches for new occurrence and health data on the negative regulatory determination contaminants and other useful information (production, registration status etc.) that will assist the EPA in determining if these contaminants warrant being relisted on the current CCL. The evaluation process should consider leveraging the evaluations from the previous CCL/Reg. Det. and a strategy for identifying new data not evaluated under previous CCLs/Reg. Det. The contractor shall submit the draft process to the EPA WACOR for approval. Once the process is finalized and approved by the WACOR, the contractor shall conduct the evaluation and technical analyses as documented in the approved process for the 24 contaminants.

REG. DET. 1	REG. DET. 2	REG. DET. 3
<ul style="list-style-type: none"> <li>• <i>Acanthamoeba</i></li> <li>• Aldrin</li> <li>• Dieldrin</li> <li>• Hexachlorobutadiene</li> <li>• Manganese</li> <li>• Metribuzin</li> <li>• Naphthalene</li> <li>• Sodium</li> <li>• Sulfate</li> </ul>	<ul style="list-style-type: none"> <li>• Boron</li> <li>• Dacthal mono- and di- acid degradates [Dimethyl tetrachloroterephthalate (DCPA) mono-acid degradate (monomethyl tetrachloroterephthalate or MTP) and the di-acid degradate (tetrachloroterephthalic acid or TPA)]</li> <li>• 1,1-Dichloro-2,2-bis(p-chlorophenyl)ethylene (DDE)</li> <li>• 1,3-Dichloropropene (1,3-DCP)</li> <li>• 2,4-Dinitrotoluene and 2,6-Dinitrotoluene (DNT)</li> <li>• s-Ethyl dipropylthiocarbamate (EPTC)</li> </ul>	<ul style="list-style-type: none"> <li>• Dimethoate</li> <li>• 1,3-dinitrobenzene</li> <li>• Terbufos</li> <li>• Terbufos sulfone</li> </ul>

	<ul style="list-style-type: none"> <li>• Fonofos</li> <li>• Terbacil</li> <li>• 1,1,2,2-Tetrachloroethane</li> </ul>	
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Deliverables: Draft and final document of the process for evaluating negative regulatory contaminants

Draft and final Contaminant analysis for negative regulatory contaminants

### **Task 3 –Preliminary CCL (PCCL) Occurrence Literature Searches**

After utilizing a modified screening approach, EPA will screen the Universe of Contaminants down to a Preliminary CCL (PCCL) using available occurrence and health effects data in the compiled contaminant prioritization data set. To evaluate the PCCL and narrow it down to a draft CCL, a literature search is needed to identify supplemental occurrence data which would not have been included in the Universe because the data did not meet the requirements of a primary data source used to develop the universe. Per technical direction from the WA COR, the contractor shall conduct a systematic literature search and review for occurrence data for the PCCL contaminants. This is to ensure that when we move to the CCL classification step, we are using the best available data. As part of this task, the contractor shall also provide documentation of the approach used for the literature searches and, when possible, the contractor shall leverage the results of other similar literature conducted under previous WAs (i.e. Reg. Det. WA 6-11).

Deliverables: Draft(s) and final documentation of the Literature Search Procedure

Draft and final results of occurrence literature search

### **Task 4 –Preparing Draft Supporting Documentation for the CCL 5 Process**

For the draft CCL 3, EPA published three comprehensive support documents for the chemicals which described the CCL 3 process. These documents were entitled: “Contaminant Candidate List 3 Chemicals: Identifying the Universe”, “Contaminant Candidate List 3 Chemicals: Screening to a PCCL”, and “Contaminant Candidate List 3 Chemicals: Classification of the PCCL to the CCL”. Based on written technical direction from the EPA WACOR, the contractor shall draft supporting documents to document any modification made to the CCL 3 process for CCL 5. These products shall adhere to the OGWDW standard operating procedures for printed or web related materials. The contractor shall provide support for developing briefing materials and other issue papers related to the CCL 5, based upon written technical direction from the EPA WACOR.

Deliverables: Draft(s) and final supporting documents for the Draft CCL 5 (508 compliant)

### **Task 5 – Meeting Support for the CCL**

Based on written technical direction from the EPA WACOR, the contractor shall attend from 1-5 (teleconference) meetings of the CCL 5 team/workgroup, or other meetings related to the



CCL process. The contractor shall provide 1-2 technical experts on the CCL process and drinking water chemical exposure to provide input in the meeting and in meeting preparation. The contractor shall provide for the taking of meeting notes and shall provide a copy to the WACOR within 5 working days of the conclusion of the meeting. EPA projects that the total cost of each meeting, including the contractor's labor and other direct costs and the Governments costs, will be under the agency's \$20,000 requirement for senior management approval.

Deliverables: Meeting Notes

#### **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>Task 0: Workplan Submission</b>		
	Workplan, budget, and QA supplemental	According to contract.
	Monthly progress reports	Monthly
<b>Task 1: Support for the CCL 5 Contaminant Prioritization</b>		
<b>1.1</b>	<b>Data Compilation and Processing of Drinking Water Data and Data Sources for CCL 5 Contaminant Prioritization</b>	
	Draft summary spread sheets for any new data sources formatted for use for CCL 5 Contaminant prioritization	Per technical direction
	Final summary spread sheets for any new data sources formatted for use for CCL 5 Contaminant prioritization	2 weeks after written comments from WACOR
<b>1.2</b>	<b>QA and Analysis of the CCL 5 Contaminant Prioritization Process</b>	
	Draft summary analysis of modification to CCL approach	Per technical direction
	Final summary analysis of modification to CCL approach	2 weeks after written comments from WACOR
<b>Task 2: Draft and Final summary analysis of modification to CCL approach</b>		
<b>2.1</b>	<b>Evaluation and analysis of data on Nominated Contaminants from Public and Workgroup</b>	
	Draft Contaminant analysis for nominated contaminants or data from the public	Per technical direction
	Final Contaminant analysis for nominated contaminants or data from the public	2 weeks after written comments from WACOR
	Draft Summary document of the Public Nominations for CCL 5	Per technical direction
	Final Summary document of the Public Nominations for CCL 5	2 weeks after written comments from WACOR
	Draft evaluation of data or data sources nominated by the workgroup	Per technical direction

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
	Final evaluation of data or data sources nominated by the workgroup	2 weeks after written comments from WACOR
<b>2.2</b>	<b>Evaluation and Analysis of data for Negative Regulatory Determination Contaminants</b>	
	Draft document of the process for evaluating negative regulatory contaminants	Per technical direction
	Final document of the process for evaluating negative regulatory contaminants	2 weeks after written comments from WACOR
	Draft Contaminant analysis for negative regulatory contaminants	Per technical direction
	Final Contaminant analysis for negative regulatory contaminants	2 weeks after written comments from WACOR
<b>Task 3: Preliminary CCL (PCCL) Occurrence Literature Searches</b>		
	Draft(s) documentation of the literature search procedure	Per technical direction
	Final documentation of the literature search procedure	2 weeks after written comments from WACOR
	Draft results of occurrence literature search	Per technical direction
	Final results of occurrence literature search	
<b>Task 4: Preparing Draft Supporting Documentation for the CCL 5 Process</b>		
	Draft(s) supporting documents for the Draft CCL 5 (508 compliant)	Per technical direction
	Final supporting documents for the Draft CCL 5 (508 compliant)	2 weeks after written comments from WACOR
<b>Task 5: Meeting Support for the CCL</b>		
	Meeting Notes	Within 5 working days of the conclusion of the meeting

## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:

MS Word, 8.0 or higher (Office 2003 or higher)

Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **VI. TRAVEL**

One trip during option year for contractor to meet with WACOR to discuss scope of projects under WA 4-07. Trip would only be for one day requiring only one contractor.

As described in Task 8, 3 trips anticipated for the Stage 2 Workshop in 3 EPA regional offices (R1, R5, R9), requiring 1 contractor for each location lasting one-day per training.

As described in Task 9, three trips are anticipated to conduct file reviews, and two trips for the Deep Dive effort. The file review trips will include up to five days at each site, and the Deep Dive trips will comprise visits to two state offices (e.g., IN and KY) requiring 1 contractor onsite for each state with each visit lasting one day.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 4-07				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022		Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       4		Title of Work Assignment/SF Site Name Implem of NPDWRs						
Contractor Cadmus Group LLC, The				Specify Section and paragraph of Contract SOW 2.0, 2.1.7, 2.3.2, 3.4, 3.4.6, 5.3, 5.3.5, 6.1						
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2019   To   06/30/2020				
Comments: Additional PWS paragraphs: 6.2.1, 6.2.3, 6.4, 7.1, 7.1.2, 7.1.4, 7.1.5										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2020				0						
This Action:				5,200						
Total:				5,200						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Edward J. Moriarty  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-3864 FAX Number:				
Project Officer Name   Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name   Camille W. Davis  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115				

## PERFORMANCE WORK STATEMENT

EP-C-15-022

Work Assignment No. 4-07

Period of Performance: 7/1/19-6/30/20

### I. ADMINISTRATIVE:

**A. Title:** Support for the Implementation of the National Drinking Water Regulations

**B. Work Assignment Contract Officer  
Representative (WACOR):**

**Alternate WACOR:**

Edward J. Moriarty, US EPA  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave., NW (MC: 4606M)  
Washington, DC 20460  
202-564-3864  
[moriarty.edwardj@epa.gov](mailto:moriarty.edwardj@epa.gov)

Michael Finn  
Office of Ground Water and Drinking Water  
(OGWDW)  
1200 Pennsylvania Ave., NW, (MC 4606 M)  
Washington, DC 20160  
202-564-5261  
[finn.michael@epa.gov](mailto:finn.michael@epa.gov)

### C. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

### D. Background:

With promulgation of the Revised Total Coliform Rule (RTCR) in February 2013 there are 15 National Primary Drinking Water Regulations (NPDWRs) authorized and justified under the Safe Drinking Water Act to address microbial and chemical contamination of the national drinking water supply and risks associated with frequently applied treatment to address the contaminants. The Revised Total Coliform Rule (RTCR), effective in April 2016, updates the existing Total Coliform Rule (TCR) by requiring the water systems to assess/address causes for Total Coliform (TC) positive sample results found in the distribution system. The goal of the Ground Water Rule (GWR) is to provide increased protection against microbial pathogens, specifically bacterial and viral pathogens, in Public Water Systems (PWSs) that use ground water. Instead of requiring disinfection for all ground water sources, the GWR establishes a risk-targeted approach to identifying ground water sources that are susceptible to fecal contamination. The Long Term 2 Enhanced Surface Water Treatment Rule (ESWTR) requires PWSs with surface water sources to collect samples for *Cryptosporidium*, *E. coli* and turbidity analyses to determine the relative risk of the PWS for microbial contamination and appropriate treatment requirements, if any. The Stage 2 Disinfectants Disinfection Byproducts Rule (DBPR) required PWSs to evaluate their drinking water distribution system and develop/submit plans for the monitoring for disinfection byproducts at determined high risk sites throughout the distribution system. These rules are updates to longer existing regulations using more current data to improve public health protection. PWSs continue to meet

compliance requirements for the Chemical Phase Rules (Inorganic Contaminant/Semi-organic Contaminant, Volatile Organic Contaminant (IOC/SOC/VOC) Nitrate/Nitrite), and Radionuclides. A future rule, the Long Term Lead and Copper Rule (LCR) will update the existing LCR by revising monitoring requirements to better characterize the presence of lead/copper in the distribution system. In addition, the Long Term LCR will improve corrosion control treatment.

The Consumer Confidence Report Rule (CCR) and Public Notice Rule (PN) continue to be the primary means for water systems to distribute information to consumers.

## **II. OBJECTIVE:**

The contractor shall provide support for the implementation of National Drinking Water Regulations including continued rollout of LCR informational and training materials to assist in the implementation of the LCR. Materials to be developed include: factsheets, guidance documents, training tools, implementation tools, case studies, and primacy revision crosswalks. These materials shall be designed to assist primacy agencies/water systems to understand and properly implement the National Drinking Water Rules with an emphasis on the LCR and DBPR (e.g., technical support to update and present training materials).

## **III. TASK DETAIL:**

The LOE for this work assignment is estimated to be 5200 hours.

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2-Reports of Work, of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

### **Task 1: STATE AND TRIBAL PRIMACY SUPPORT (PWS 7.1.1-7.1.2 and 7.1.4-7.1.5)**

If requested by the WACOR, the contractor shall continue to update the compilation of primacy crosswalks to include the updates of the crosswalks for the rules listed below as deliverables. The final rule crosswalks including the new rules shall be submitted on a CD in both MS Word and Adobe Acrobat formats.

Deliverables:

- Compilation of Primacy Crosswalks for the NPDWRs to include the LCR, LCR Short Term Revisions, LCR Minor Revisions, Phase II/V Rules, and RTCR.

**Task 2: SUPPORTING STATES, TRIBES, AND WATER SYSTEMS IN  
IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS  
(PWS 2.0, 2.1.7, 2.3.2)**

The contractor shall support the continued work under EP-C-15-022, WA 3-07 updating, refinement and completion of materials for the NPDWRs, including changes associated with LCR, Phase II/V, RTCR and DBPR as the rules apply to implementation for EPA Regions, states and water systems; and the Aircraft Reporting and Compliance System (ARCS) carrier and regional user guides. Anticipated implementation materials are described below in the applicable subtasks

**Subtask 2.1**

As requested via written technical direction, the contractor shall assist EPA to format the finalized guide regarding water availability. The document is anticipated to be approximately 100 pages and will include some graphic images. Following final approval by EPA the contractor shall make the document 508 compliant.

Deliverable:

- Final 508 compliant Water Availability Guide (approx. 100 pgs.)

**Subtask 2.2**

As requested via written technical direction, the contractor shall conduct investigations of four (4) case studies. The EPA WACOR anticipates the subjects/topics for the case studies to be based on implementation activities related to the DBPR or LCR and may include consecutive system compliance and/or simultaneous compliance. While the topics for these case studies may change, any different subject/topics will be similar in overall nature and complexity to those listed above. Specific topics associated with these rules or topics identified later related to implementation activities will be provided by the WACOR via written technical direction. The contractor shall submit drafts of the assigned case studies within eight weeks following written technical direction to begin. The case studies shall supplement the implementation tools developed for the states and water systems. The contractor shall anticipate finalizing four case studies during this period of performance.

The case studies shall be approximately 10 pages in length and include photos, graphics, etc., to highlight issues and possible solutions associated with implementation. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Four (4) case studies as described in subtask 2.2, (approximately 10 pgs. each)

**Subtask 2.3**



The contractor shall conduct background research for four (4) fact sheets as identified by the EPA WACOR (e.g., Consecutive System Compliance under Stage 2 or RTCR Level 1&2 Assessments). Drafts of these fact sheets shall be provided within three weeks following technical direction. The EPA WACOR will review the fact sheets and provide comments via written technical direction. The contractor shall edit the fact sheets based upon the WACOR's comments and provide the final fact sheets within two weeks of the WACOR's written technical direction.

It is anticipated that all fact sheets developed under this task will each be approximately six pages in length. Fact sheets shall be developed in plain English at a reading level appropriate to the audience. The fact sheets shall be accurate and shall be formatted to guide the reader's eye through the material. Most of the fact sheets shall be developed in Adobe PageMaker. When PageMaker is utilized, the contractor shall provide Microsoft Word, PageMaker and PDF files for the WACOR's record keeping. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverable:

- Four (4) Factsheets (approx. 6 pgs. each) for small system audience

**Subtask 2.4**

As requested via written technical direction, the contractor shall assist EPA in finalizing the Profiling and Benchmarking Guidance Plain English Guidance Manual. These updates reflect changes based on the Long Term 2 (LT2), Stage 2, GWR, and RTCR Rules as they impact implementation for states and operation for water systems. All deliverables shall meet 508 compliant requirements for posting to the EPA website.

Deliverables:

- a) Finalize Profiling and Benchmarking Guidance Plain English Guidance Manual
- b) Update electronic Compilation of Quick Reference Guides (QRGs) to include Phase II/V Rules

**Subtask 2.5**

Under WA 3-07 the contractor supported EPA development an EPA Regional version of the Aircraft Reporting and Compliance System (ARCS) Users Guide to facilitate the reporting of aircraft public water system data by the regulated community. If necessary, the contractor shall finalize the guide for Regional users based on comments received. The Regional user guide is organized to help the EPA Regions understand how to perform functions within ARCS.

Deliverable:

- Finalize ARCS EPA Regional User Guide

### **Task 3: TRAINING AND PRESENTATION LOGISTICAL SUPPORT (PWS 6.1, 6.2.1-6.3.2, AND 6.4-6.4.1)**

As requested by the WACOR via written technical direction, the contractor shall be responsible for managing participant registration for webinars presented by EPA. This may include resolving issues with registration prior to each webinar and/or login issues during each webinar. The contractor shall distribute notices as provided by the WACOR that provide updates regarding each webinar in addition to delivering presentation materials to participants.

#### Deliverables:

- Anticipate 20 (20) webinars and track and deliver a report including a list of participants for each webinar.

#### **Subtask 3.1: Logistical Support for ORD Sponsored Webinars**

EPA's Office of Research and Development (ORD) will host a series of webinars targeting small non-community water systems with each webinar expected to run about 2-3 hours. Anticipate 18 ORD webinars. The webinars shall be scheduled on two tracks: 1) Small System Webinar Series is 1 webinar/month from July 2019 – June 2020, and 2) Water Research Webinar Series – is 1 webinar/ every other month from August 2019 – June 2020.

#### Deliverables:

- a) Anticipate 18 webinars. For all webinars: a registration page, and invitations sent via email to all participants. During the webinar, assistance opening the webinar, administer polls, and technical assistance to panelists/attendees.
- b) Following each webinar provide attendee reports containing demographic breakdowns of attendees and requests for continuing education certificates where appropriate. The attendee report should follow the format developed and used in the current contract under WA 3-07.
- c) The presentations will be sent to all attendees via email. Separately, the contractor shall deliver a copy of each presentation 508 compliant for upload to EPA's website along with a recording of each webinar.

### **Task 4: TRAINING AND PRESENTATION DELIVERY (PWS 6.3.2)**

For the general purposes of this work assignment, the contractor shall assume the participation of one (1) subject matter expert for 4 webinars as described in subtask 3.1. In addition, the contractor shall track all questions submitted during each webinar presentation. The webinar materials will have already been developed. Each webinar will last approximately two hours and there will be one 30 min pre-webinar meeting to address any logistical issues.

Deliverable: Participate in four pre-webinar meeting of 30 min each and presenter at four (4) webinars of approximately 2 hours.

#### **Subtask 4.1: Logistical/training support to EPA Region 2 for 3Ts (Training, Testing and Telling) in Schools training in New York State.**

No work anticipated for this subtask at this time.

Deliverable: No work anticipated at this time.

**Subtask 4.2: Onsite 3Ts in Schools training support**

No work anticipated for this subtask at this time.

Deliverable: No work anticipated at this time.

**Task 5: DEVELOPMENT OF NEW MATERIALS IN SUPPORT OF STATES, TRIBES, AND WATER SYSTEMS IMPLEMENTING DRINKING WATER STANDARDS AND REGULATIONS (PWS 2.0, 3.4, AND 3.4.6)**

The contractor shall develop new materials or continue work from WA 3-07 to support the NPDWRs. In general, EPA intends these materials will be designed to assist primacy agencies and water systems to implement new and existing regulations. EPA anticipates new guidances and tools to aid in implementation and/or understanding how to implement the NPDWRs.

Deliverables:

- a) RTCR and Lead and Copper Rule Q&A Manuals
- b) New and revised Chemical Phase Rule revised guidances (e.g., Implementation Guide, Factsheets, and QRGs)
- c) Modules for the Drinking Water Training System
- d) CCR/PN Guidance Manuals sections to reflect regulations
- e) Workshop materials in support of Sanitary Survey or Stage 2 (consecutive system and simultaneous compliance) training

All online training will be Sharable Content Object Reference Model (SCORM) compliant and will be developed using software that can easily be migrated to the EPA's Learning Management System.

In an ongoing effort to improve implementation/compliance, the contractor shall support development of new materials to support the primacy agencies and water systems as they work through the requirements of the NPDWRs.

**Subtask 5.1: LCR Technical Webinars**

Assist EPA in hosting workshops via webinar/ telephone conference calls to share ideas on producing and updating materials associated with a specific LCR implementation topic to be identified by EPA. Regions and their state counter parts, consulted in advance of technical direction, will contribute in identifying the topic.

Deliverables:

- a) Approximately two meetings with EPA headquarters to develop the outline for the webinar/workshop. Note, the workshop will be hosted using webinar and conference calls.
- b) The contractor shall assist EPA to finalize meeting dates and identify participants.
- c) The contractor shall develop draft/final materials. Each webinar or conference call shall be anticipated to be up to two hours in length.

### **Subtask 5.2: Public Education (PE) Workshops**

Work with AWWA and ASDWA to understand obstacles, problems and issues systems face in fulfilling the public education-related requirements of the LCR and then produce a webinar presentation that provides some recommendations to overcome the obstacles.

#### Deliverable:

- a) The contractor shall work with EPA and stakeholders to develop a recommendations memorandum identifying the challenges/issues water systems face when trying to fulfill their PE requirements.
- b) Based on the approved memorandum the contractor shall develop draft training materials [e.g., MS PowerPoint and factsheet(s)] that may be used by EPA, state and other stakeholders to assist water system to understand obstacles to implementation.

### **Subtask 5.3: Specialized Optimized Corrosion Control Treatment Training**

The contractor shall develop recommendations, based on recent onsite training issues identified by participants, for training for OCCT focused on specific technical aspects [e.g., identifying appropriate monitoring sites – setting and interpreting results from different points in the distribution system].

#### Deliverable:

- a) The contractor shall develop recommendations for focused OCCT training materials to address specific aspects (e.g., WQP). The training materials shall address setting and interpretation of WQP results to consider different monitoring sites in the distribution system. The recommendations shall be summarized in an MS Word document citing each recommendation along with pros/cons and a suggested approach.
- b) The contractor shall work with EPA to identify other LCR specific topics that may require individualized training. These topics shall be summarized in an MS Word document for EPA consideration.

### **Subtask 5.4: Sanitary Survey Onsite and Webinar Training Materials**

In response to requests by EPA regions and states, the contractor shall assist EPA to develop both onsite and webinar training materials for sanitary surveys. The contractor shall work with EPA to develop a webinar series that is an overview of sanitary survey requirements. The webinar materials shall be designed to prepare a participant in advance of onsite training or as an overview for a broad audience interested in sanitary surveys. In addition, the webinar series shall address some of the common issues associated with each of the eight elements of a sanitary survey. This webinar series shall use existing training materials to develop the new series. Prior to developing the specific webinars, the contractor shall coordinate meetings with EPA and other stakeholders to identify which topics will be presented.

In addition, the contractor shall continue the development, started under WA 3-07, to the onsite sanitary survey training materials. These training materials are anticipated to cover the eight elements of a sanitary survey. Where applicable and at WACOR direction the contractor shall

incorporate photographs and video clips into the training materials to help illustrate concepts be discussed.

Deliverables:

- a) The contractor shall coordinate at least two meeting with EPA to identify and scope of the webinar series. Anticipate up to 4 webinars with each webinar to be approximately 90 min – two hours in length maximum. If the webinars modules can be 1 hour to 90 min that would be desirable. The contractor shall develop drafts of each webinar. Based on comments following review the contractor shall finalize the webinars. The balance of each webinar shall be discussion and Q/A. Speakers in addition to EPA will participate to present their experience.
- b) The sanitary survey onsite training materials shall be based on existing materials provided by EPA under WA 3-07. This training package is anticipated to be 2.5 to 3.5 days in duration based on the scope (i.e., just on source type or both and number of facilities visited). Training shall cover the eight elements of a sanitary survey and include discussion on significant deficiencies and treatment as identified by the WACOR.
- c) The contractor should anticipate assisting EPA at three training sessions considering a session in EPA Regions 1, 5, and 9.

**Subtask 5.5: Support to Finalize 3Ts (Training/Testing/Telling) Toolkit**

The contractor shall assist EPA to finalize the 3Ts Toolkit. Under WA 2-07 the original version of the Toolkit has been broken into multiple standalone topics that work together to make the Toolkit. The new Toolkit could be used by to develop a lead in school program in addition to investigating the presence of lead/copper and informing the public. The Toolkit discusses communication strategy, who needs to be involved, and more details on funding.

Support may include support to develop interactive maps, revise and finalize communication templates, and assist in final formatting of the Toolkit to include new graphics/layout.

Deliverable:

- Revised 3Ts Toolkit targeting states and school administrators/staff to include tools, templates, resources to assist schools/states/utilities implement a lead testing program utilizing the 3Ts approach.

**Subtask 5.6: Support to Develop Workshop Materials for ORD Small System Workshop**

EPA will participate in the ORD Small Systems Workshop scheduled tentatively for September 24-26, 2019. A part of the Workshop will include a session presented by OGWDW Protection Branch on Simultaneous Compliance, DBPs, LCR, or similar topics to be identified by ORD. The objective of this task is to develop training materials for EPA Regions, states and water system operators to enhance their understanding of the effects and consequences when treatment is changed. This workshop shall follow the same format used for the 2018 Small System Workshop.

Activities/training products developed for previous workshops/trainings relevant to this workshop should be considered.

**Deliverables:**

- a) Based on a conference call with EPA develop a detailed draft agenda. The agenda should include topics to cover, activities, and a list of existing training materials that could be used.
- b) Draft/final workshop training materials (e.g., presentation, handouts and case studies).
- c) Following ongoing EPA review and comment, all materials are finalized, as directed by WACOR, and delivered to EPA in advance of the workshop.

EPA proposes the following as a tentative timeline, subject to change, to track progress and meet the deadline for the ORD Workshop. Note, this workshop will be presented in August or September 2019.

- First week of June meet with EPA to finalize topics to present, deliverables, discuss challenges/solutions to meet final delivery date.
- Throughout June and July, the contractor shall develop/deliver products for EPA review. For each product a timeline for review will be established such that bottle necks are not created.
- Early August 2019, materials completed and delivered to EPA for final presentation review

**Task 6: QUICK RESPONSE SUPPORT (PWS 2.0, 2.1.7, 2.3.2, 3.4, AND 3.4.6, 6.3.2)**

The contractor shall provide a literature search and quick response information updates to augment, supplement, and support presentation materials prepared under this work assignment. Literature search and quick response information shall include: (a) analysis of facts, (b) options, (c) issues, and (d) policy decisions surrounding a rule or its application suitable for presentation or outreach use. For purposes of work plan preparation, the contractor shall assume six (6) hours for research and compilation, four (4) hours for organization and preparation of a 2-3-page fact sheet, suitable for presentation or outreach use.

Quick response items usually require completion in two to five days and will be requested by the WACOR's written technical direction.

**Deliverables:**

- 8 Quick Response Products (TBD)

**Task 7: WEBSITE/TOOL SUPPORT AND UPDATES**

This is a continuation of work from contract EP-C-15-022, WA 3-07. The contractor shall provide support for the Primacy Tracking Tool managed by EPA. The current version of the Primacy Tracking Tool shall be housed on an EPA staff laptop. The contractor shall assist EPA to address any issues (anticipated to be minor) identified since the rollout of the Tool. The Primacy Tracking Tool maintains the same information previously documented in the online

version Primacy Tracking Tool in addition to creating reports similar to formats previously generated.

#### **Subtask 7.1 Primacy Tracking Tool User Guide**

As requested by the WACOR via written technical direction, the contractor shall revise the Primacy Tracking Tool to add new reports that will address the OW Primacy Status Measure which is currently reported by EPA Regions and summarized by EPA Headquarters. In addition, if the Tool is updated then the User Guide for HQ and EPA Regions will also need to be updated. Both the Primacy Tracking Tool and the User Guide were developed under contract EP-C-15-022 WA 0-07 and it is anticipated these updates will be very minor in level of effort.

#### **Subtask 7.2 CCR Catalogue Update**

As requested by the WACOR via written technical direction, the contractor shall provide support to EPA locating and consolidating websites for those water systems serving 100,000 or more people (per Code of Federal Regulation 141.155(f)). The contractor shall cross-reference the Safe Drinking Water Information System to ensure the correct systems are reporting and deliver the complete list of systems in an Excel spreadsheet by December 31, 2019.

#### **Subtask 7.3 CCR iWriter Consultant**

The contractor shall serve as a consultant to CCR iWriter developers as requested by the WACOR via written technical direction [approximately 2 (1 hr.) conference calls]. The contractor shall provide staff institutional knowledge regarding the CCR iWriter.

#### **Deliverables:**

- a) Updates to the Final Primacy Tracking Tool to enable OW Primacy Status Measure and update to the User Guide
- b) CCR Catalogue Update
- c) Participation in 2 (1 hr.) Conference Calls

#### **Task 8: DEVELOP AND FINALIZE STAGE 2 CONSECUTIVE SYSTEM AND SIMULTANEOUS COMPLIANCE WORKSHOP FOR EPA REGIONS AND STATES (PWS AREA: 2.0, 2.1, 2.1.1, 2.3, 2.3.2)**

Under Work Assignment 3-07, the contractor developed a half-day workshop to train participants (i.e., primacy agencies, states and water system operators) to address implementation challenges associated with the Stage 2 Rule. In particular, the workshop focused on the challenges of consecutive systems trying to implement the rule in addition to simultaneous compliance with other rules. One effect of adjusting treatment to address a particular contaminant (e.g., lead) is that a change in treatment may impact the treatment of other contaminants at the plant or in the distribution system. This new workshop picks up where the previous workshop left off looking at issues associated with treatment related to DBPs, consecutive systems and simultaneous compliance.

This new Workshop shall train the states how to evaluate and consider when changing treatment to address a contaminant how that change may impact treatment for other contaminants. The workshop may consider monitoring plans and whether studies (e.g., Profiling and



Benchmarking) are required. Where appropriate, the Workshop shall use materials developed under previous work assignments under this contract (e.g., WA 3-07) or previous contracts (e.g., Stage 2 TTT), and past on-site training materials. The contractor shall consider “mock” scenarios and/or sampling data provided by EPA to develop approximately three case studies. The case studies should represent conditions for a small and/or large water system and consecutive systems. The workshop shall guide the participants through the review of information provided (e.g., monitoring results) and determine how to address an existing or potential compliance issue. The workshop shall consider a change in treatment and how that change may/would impact compliance with other regulations.

The workshop will be led by EPA, require on-site support from the EPA Regions, and supplemented by the contractor (e.g., three on-site locations).

#### **Subtask 8.1: Case Studies and Workshop exercises**

The contractor shall first develop a primer that will be issued to participants in advance of the workshop. The primer will provide an overview of the Stage 2 Rule and background for the case studies. The content of the primer may change based on initial meeting. The contractor should anticipate approximately three case studies representing a large water system and multiple consecutive systems. System types (e.g., CWS vs TNCWS) shall be established in advance. The WACOR shall provide necessary information/materials (e.g., pre-existing training materials or monitoring data) to aid in development. The workshop picks up where the DBP Small System Workshop left off so the training materials should build from and move forward (i.e., minimal repetition).

##### Deliverables:

- a) Draft agenda and primer that will be distributed to participants in advance of the Workshop.
- b) Materials that would be used to introduce scenarios and guide participants through each case study. An example of materials might be monitoring data suggesting a possible or existing compliance issue, or data indicating a change in treatment is required along with background about the water system (e.g., treatment, water source, population).
- c) Training presentation materials to introduce the two case studies and how to use the new materials in addition to the approach for how the participants would review information.

The contractor shall provide a draft of each item for review. Following EPA review the contractor shall provide a DRAFT Final ready for EPA final review.

#### **Subtask 8.2: Webinar trainings**

At WACOR direction, the contractor shall develop stand-alone webinar training presentations based on the workshop presentation described in subtask 8.1.

##### Deliverables:

- MS PowerPoint up to three presentations of approximately 60-90 min in duration. The contractor shall develop draft versions for review and following EPA comments final



versions made available and 508 compliant.

### **Subtask 8.3: Questions and Answers (Q&A) Document**

The contractor shall finalize, at WACOR direction, a Q&A document capturing the questions raised and answers provided during the previous workshop under WA 2-07. In addition, the contractor should anticipate Q&As from this new workshop and webinars that shall be compiled into the same Q&A document.

#### Deliverables:

- Draft Q&As from questions/answers during the workshop under WA 2-07. Upon completion of the webinar and workshop(s) a revised Draft Q&A compiling Q&As from the workshop events.

### **Subtask 8.4: Onsite Workshop Training**

The contractor shall anticipate attending and assisting at approximately three workshops. EPA anticipates the workshops will be held in each of the ten EPA Regional office locations but for estimation consider R1, R5 and R9 and each workshop will be one day in length.

Participation/experience gained from these workshops shall be used to fine-tune the workshop materials.

#### Deliverables:

- a) One contractor available to assist in logistics for all ten workshops and presenting at three of the workshops. The contractor should anticipate three locations for the workshops and each workshop will last 8 hours.
- b) Final training materials shall be provided for presentation at the EPA regional offices. The contractor shall anticipate up to 40 participants at each location.
- c) After refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.

## **Task 9: TECHNICAL SUPPORT ON EPA FILE REVIEW (PWS 2.0, 2.1.7, 2.3.2)**

### **Subtask 9.1: Support EPA File Review Primacy Drinking Water Programs.**

At the direction of the WACOR, the contractor shall participate in a file review of an EPA Region's direct implementation program. The file review shall be staffed by the contractor and one EPA headquarter staff person. The file review will follow the same protocol previous established under a previous work assignment. For estimation, the contractor should assume they will work with the EPA region to identify PWS pool, the review period, system pool to be reviewed, the regulations that will be considered and any logistics necessary and outlined in the File Review Protocol. The current DCFs shall be used to collect data and develop the report. The report will be a concise summary of finding and include the DCFs to supplement observations. Where it is determined a finding is to be amended the original statement(s) shall be striked (e.g., not deleted) and new language shall be added to maintain transparency.

Timelines for initiating the file review, onsite activities, and report generation shall be determined in the technical direction and/or adjusted and necessary. Where available, the

contractor may take advantage of online access to the EPA Region's data system to streamline the data entry and review processes.

Deliverables:

- a) Preliminary calls with EPA Region and Headquarters to establish dates and logistics.
- b) Onsite file review at approximately three EPA regional offices and each onsite visit up to five days.
- c) Generation of summary file review report based on schedule established by EPA WACOR.

**Subtask 9.2: Develop Options for Automating Reports Developed Following File Reviews**

Based on direction from the WACOR, the contractor shall continue work started under WA 3-07 to provide updates to the file review tools (e.g., DCFs and Protocol). The tools were developed under previous work assignments and most recently updated under WAS 3-07. Any updates will be based on technical direction from the WACOR following recommendations provided by EPA headquarters and the regional workgroup. In particular, the contractor shall provide EPA with recommendations for improving the existing automation for the file review summary report. Upon review the contractor shall finalize the automated report tool

Deliverables:

- Recommendations to improve the automated file review report. Following review, a final automated file review report.

**Subtask 9.3: File Review training**

As requested by the WACOR, the contractor shall provide training to new EPA staff participating in file reviews. The training shall include familiarizing the staff on steps to prepare and conduct file reviews based on the 2014 File Review Protocol. Specifically, the contractor shall present how to prepare/coordinate with the state before a file review (e.g., logistics and available resources), demonstrate how to prepare data capture forms, and what to consider while reviewing state files. Each of these training sessions can be done online (e.g., webinars) and should only be one hour in duration. The contractor should anticipate approximately 10 - 15 sessions.

Deliverable:

- Up to approximately 10 - 15 webinars that cover preparation and proceeding through a file review for EPA staff with each session approximately 1-1.5 hrs in duration.

**Subtask 9.4: Support for SDWA Deep Dive Analysis**

The contractor shall assist EPA in the execution and completion of a SDWA subject specific implementation (a.k.a. deep dive) analysis following the same process used for the Stage 2 Deep Dive. For estimation purposes anticipate one state in EPA Regions 5 and 6.

Deliverables:

- a. As necessary, develop preliminary state review materials and conduct preliminary state data analysis.

- b. As necessary, assist EPA during state site visits for those states that have volunteered to participate. The contractor should assume one staff participating in each site visit.
- c. Compile all notes, materials and feedback from individual state site visits (within 2 weeks of each site visit).
- d. Compile results of national follow-up questions on Rule TBD implementation.
- e. Assist in the development of the final deep dive report, not to exceed 50 pages.

#### **TASK 10: LOGISTICAL SUPPORT TO NATIONAL AIRCRAFT DRINKING WATER RULE (ADWR) MEETING**

No work will be conducted this option year.

##### Deliverable:

No work will be conducted this option year.

#### **TASK 11: LOGISTICAL SUPPORT TO NATIONAL WATER SYSTEM PARTNERSHIP MEETING IN WASHINGTON DC**

No work will be conducted this option year.

##### Deliverable:

No work will be conducted this option year.

#### **TASK 12: e-REPORTING RULE**

No work will be conducted this option year.

##### **Subtask 12.1: Scoping e-Reporting prior to development of full Economic Analysis (EA) for Potential Rulemaking on e-Reporting.**

No work will be conducted this option year.

##### Deliverables:

No work will be conducted this option year.

##### **Subtask 12.2: Full EA for e-Reporting**

No work will be conducted this option year.

##### Deliverables:

No work will be conducted this option year.

#### IV. SCHEDULE OF DELIVERABLES:

TASK	DELIVERABLE	DATE DUE TO EPA
<b>0</b>	<b>Work Plan, Monthly Progress Reports</b>	According to Contract
<b>1.0</b>	<b>Compilation of Primacy Crosswalks for NPDWRs</b>	June 30, 2020
<b>2.0</b>	<b>Support States/Tribes/Water Systems in Implementing Regs</b>	
2.1	Draft Water Availability Guide	TBD as directed by WACOR
2.2	4 Case Studies (TBD)	TBD
2.3	4 Factsheets (TBD)	TBD
2.4	Finalize Profiling and Benchmarking Tech Guidance Manual Update electronic Compilation of QRGs	September 30, 2019 TBD as directed by WACOR
2.5	Finalize ARCS EPA Regional Users Guide	TBD as directed by WACOR
<b>3.0</b>	<b>Training and Presentation Logistic Support</b> Approx. 20 webinars – report summarizing participants	June 30, 2020
3.1	Approx. 18 ORD webinars - support and deliver summary reports	June 30, 2020
<b>4.0</b>	<b>Training and Presentation Delivery</b> Present at approx. four webinars as an expert panelist	Jul 1, 2019–June 30, 2020
4.1	No work anticipated at this time.	NA
4.2	No work anticipated at this time.	NA
<b>5.0</b>	<b>Development of New Materials in Support of State...</b> Finalize RTCR and Lead and Copper Rule Q&A Manuals New and revised Chemical Phase Rule revised guidances (e.g., Implementation Guide, Factsheets, and QRGs) Modules for the Drinking Water Training System CCR/PN Guidance Manuals sections to reflect regulations Workshop materials is support of Sanitary Survey and Stage 2 (consecutive system and simultaneous compliance) Workshops	June 30, 2019 June 30, 2019  June 30, 2019 June 30, 2019 June 30, 2020
5.1	Webinar training materials TBD and logistic support	June 30, 2020
5.2	Recommendations memo on challenges/issue for PE requirements  Draft PE training to assist operators to understand requirements	TBD as requested by WACOR  June 30, 2020
5.3	Recommendations for specialized LCR Training base on site visits Summary document listing other possible training topics	TBD as directed by WACOR TBD as directed by WACOR
5.4	a) Anticipate up to 4 webinars with each webinar to be approximately 90 min to 2 hours in length, The contractor shall develop drafts of each webinar. Based on comments following review the contractor shall finalize the webinars. The balance of each webinar shall be discussion and Q/A. Speakers in addition to EPA will participate to present their experience. b) The sanitary survey onsite training materials, anticipated to be 2.5 to 3.5 days in duration based on the scope (i.e., just on source type or both and number of facilities visited). c) The contractor should anticipate assisting EPA at three training sessions considering a session in EPA Regions 1, 5, and 9.	TBD as directed by WACOR June 30, 2020  TBD as directed by WACOR June 30, 2020  TBD as directed by WACOR June 30, 2020

5.5	Revised 3Ts Toolkit targeting states and school administrators/staff to include tools, templates, resources to assist schools/states/utilities implement a lead testing program utilizing the 3Ts approach.	June 30, 2019
5.6	<p>d) Based on a conference call with EPA develop a detailed draft agenda. The agenda should include topics to cover, activities, and a list of existing training materials that could be used.</p> <p>e) Draft/final workshop training materials (e.g., presentation, handouts and case studies).</p> <p>f) Following ongoing EPA review and comment, all materials are finalized, as directed by WACOR, and delivered to EPA in advance of the workshop.</p>	<p>TBD as directed by WACOR October 1, 2020</p> <p>TBD as directed by WACOR October 1, 2020</p> <p>TBD as directed by WACOR October 1, 2020</p>
<b>6.0</b>	<b>8 Quick Response Products (TBD)</b>	TBD
<b>7.0</b>	<b>Website/Tool Support and Updates</b>	
7.1	Primacy Tracking Tool and User Guide update to reflect OW Measure tracking reports	TBD as directed by WACOR June 30, 2020
7.2	CCR Catalog update	TBD as directed by WACOR June 30, 2020
7.3	CCR iWriter Website Migration Consultant	TBD as directed by WACOR June 30, 2020
<b>8</b>	<b>Develop/Finalize the Stage 2 Workshop</b>	
8.1	<p>d) Draft agenda and primer that will be distributed to participants in advance of the Workshop.</p> <p>e) Materials that would be used to introduce scenarios and guide participants through each case study. An example of materials might be monitoring data suggesting a possible or existing compliance issue, or data indicating a change in treatment is required along with background about the water system (e.g., treatment, water source, population).</p> <p>f) Training presentation materials to introduce the two case studies and how to use the new materials in addition to the approach for how the participants would review information.</p>	<p>Approx. 4 weeks following TD by WACOR</p> <p>TBD as directed by WACOR</p> <p>TBD as directed by WACOR</p>
8.2	Three presentations of approximately 60-90 min in duration and 508 compliant.	TBD as directed by WACOR
8.3	Develop Draft Q&A Document	TBD as directed by WACOR
8.4	<p>d) One contractor available to assist in logistics for all ten workshops and presenting at three of the workshops. The contractor should anticipate three locations for the workshops and each workshop will last 8 hours.</p> <p>e) Final training materials shall be provided for presentation at the EPA regional offices. The contractor shall anticipate up to 40 participants at each location.</p> <p>f) After refinement, all electronic files and support products shall be provided to EPA, for production and dissemination to interested agencies.</p>	June 30, 2020
<b>9.0</b>	<b>Technical Support for File Reviews</b>	
9.1	d) Preliminary calls with EPA Region and Headquarters to	TBD as directed by WACOR

	establish dates and logistics. e) Onsite file review at approximately three EPA regional offices and each onsite visit up to five days. f) Generation of summary file review report based on schedule established by EPA WACOR.	TBD as directed by WACOR  TBD as directed by WACOR
9.2	Recommendations to automate the File Review Report	TBD as directed by WACOR
9.3	Approximately 15 File Review Trainings	June 30, 2020
9.4	f. As necessary, develop preliminary state review materials and conduct preliminary state data analysis. g. As necessary, assist EPA during state site visits for those states that have volunteered to participate. The contractor should assume one staff participating in each site visit. h. Compile all notes, materials and feedback from individual state site visits (within 2 weeks of each site visit). i. Compile results of national follow-up questions on Rule TBD implementation. j. Assist in the development of the final deep dive report, not to exceed 50 pages.	TBD as directed by WACOR  TBD as directed by WACOR  TBD as directed by WACOR  TBD as directed by WACOR  TBD as directed by WACOR
10	<b>Logistical Support for National ADWR Meeting</b> No work anticipated at this time.	NA
11	<b>Finalize Meeting report</b> No work anticipated at this time.	NA
12	<b>e-Reporting Rule</b>	
12.1	<b>Scoping e-Reporting – draft and final scoping documents</b> No work anticipated at this time.	NA
12.2	<b>Full EA for e-Reporting – draft and final EAs</b> No work anticipated at this time.	NA

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

All online training will be SCORM compliant and will be developed using software that can easily be migrated to the EPA's Learning Management System.

## **VI. TRAVEL**

One trip during option year for contractor to meet with WACOR to discuss scope of projects under WA 4-07. Trip would only be for one day requiring only one contractor.

As described in Task 8, 3 trips anticipated for the Stage 2 Workshop in 3 EPA regional offices (R1, R5, R9), requiring 1 contractor for each location lasting one-day per training.

As described in Task 9, three trips are anticipated to conduct file reviews, and two trips for the Deep Dive effort. The file review trips will include up to five days at each site, and the Deep Dive trips will comprise visits to two state offices (e.g., IN and KY) requiring 1 contractor onsite for each state with each visit lasting one day.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance

surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 4-09				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2020 Base                      Option Period Number    4			Title of Work Assignment/SF Site Name DWSRF Program Support				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1.2, 3.1.3, 3.1.4, 3.1.5					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2019 To 06/30/2020					
Comments:										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2020										
This Action:						1,100				
Total:						1,100				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    HowardE Rubin  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-2051 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name    Camille W. Davis  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 4-09**

**I. ADMINISTRATIVE:**

**A. Title: DWSRF Program Support**

**B. Work Assignment Manager:**

Howard Rubin  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-2051  
[@epa.gov](mailto:hrubin@epa.gov)

**Alternate Work Assignment Manager:**

**PWS: 3.1.2, 3.1.3, 3.1.4, 3.1.5**

**LOE: 1100 hours**

**C. Quality Assurance: [Please use sample draft QA language from QA guidance.]**

The tasks in this work assignment requires the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under WA consistent with the Agency's quality assurance (QA) requirements, supplementing the programmatic quality assurance project plan (PQAPP). The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** The Office of Ground Water and Drinking Water (OGWDW) is responsible for providing guidance, training and national management for the Drinking Water State Revolving Fund (DWSRF) Program. The DWSRF provides training and guidance documents to assist states, Regions and HQ understand and manage the DWSRF program.

**II. OBJECTIVE:**

The contractor shall provide training and assistance to states to improve the effectiveness and efficiency of their use of DWSRF funds. The contractor shall develop materials (factsheets, case studies, and webinars) to assist states maximizing the use of their DWSRF funds. The contractor shall provide support to the headquarters team in the collection, organization, review, and report out on DWSRF program data.

**III. TASK DETAIL:**

The contractor shall perform the following tasks:

**Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 3-09. This task also includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the Project officer and WA manager if any changes to the collection and analysis of the data occur and prepare a new supplement to the PQAPP accordingly.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WAM will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

**Task 1 – Task 1: Contractor support to 3 states to improve the effectiveness and efficiency of their use of DWSRF funds.**

The contractor shall visit 3 states to help the state determine what are the barriers to lending state DWSRF funds to borrowers. These 3 states will be Nebraska, Mississippi, and Indiana. Each of these states has a high cash balance compared to a typical year's disbursement of DWSRF funds. The contract shall devote approximately 20 hours of preparation per state, 80 hours on-site with the state discussing program processes, 40 hours developing options for the state, and 40 hours working with the state on a plan to implement chosen options. A written summary of the contractors work with each state of approximately 5 pages will be delivered to the COR with 3 weeks of the contractors completion of work with each state.

**Task 2: Contractor development of training materials for EPA's DWSRF program and states.**

- a) The contractor shall prepare a guide book for States on moving to a cash flow model basis of DWSRF program management. The guide book shall cover the points made in the webinar and shall include appropriate background and example calculation.
- b) The contractor shall develop a fact sheet on managing program demand. The fact sheet

shall be 5 pages long and shall cover topics such as outreach to the borrower community, tools to help with borrower decision making, and examples of how state SRFs can improve their interactions with borrowers and the borrower community.

- c) The contractor shall develop 3 written case studies for the DWSRF. This will include a case study on state program changes made to streamline and improve lending, a case study on transitioning to a cash flow management model of fund management, and a case study investigating state demand for the DWSRF program, surveying borrowers and modifying the program to address borrower needs. Each of these case studies shall be 5 pages.

**Task 3: Support DWSRF data collection.**

- a) The contractor shall support OGWDW's efforts in managing the DWSRF National Information Management System. The data system is used to collect, maintain, and report state-by-state DWSRF program information needed by headquarters to effectively manage the DWSRF program and to respond to internal and external requests for program information. The contractor shall generate reports using the updated data elements and state data. These updated reports will be made publicly available by EPA through online distribution. This suite of reports shall include updated versions of ones provided in previous years. Upon completion of the quality review of the submitted data, the contractor shall also provide the WACOR with a copy of the updated DWNIMS data in either an MS Access or MS Excel format. If the data is provided in an MS Access format, the contractor shall support the WACOR by including reports/queries that capture critical data elements at the state and national level. Current reports can be found at <https://www.epa.gov/drinkingwatersrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.
- b) The contractor shall use the updated 2019 DWNIMS data to populate the Financial Planning Model with 2019 data for release to states.
- c) The contractor shall be available for questions on the historical data collection process. The COR estimates about 20 hours of phone discussion on topics such of field definitions, entry of federal data, and account management.
- d) The contractor shall receive data from nine states for data population of PBR. This data shall be received on a monthly basis and use to populate PBR on a monthly basis. No programming or coding is required to this data push. The nine states are Alaska, Arizona, California, Hawaii, Illinois, Nebraska, New Mexico, Texas, and Vermont.
- e) The contract shall manage user accounts in PBR and DWNIMS, providing access to state users. This includes providing access to users that request accounts and deactivating accounts where users are no longer part of the system. EPA estimates 5 account modifications per month will be required.
- f) The contractor shall respond to users' questions about the data systems, including questions about field definition, how to enter certain activities, and questions about how outputs are calculated

- g) The contractor shall assist EPA in the develop of up to 2 queries in the PBR database. The query need will be provided to the contractor via technical direction, and the query language will be e-mailed back to COR.

#### IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
<b>Task 0: Workplan Submission</b>		
	Workplan, budget, and QA supplemental	According to contract.
	Monthly progress reports	Monthly
<b>Task 1: State Visits</b>		
	3 State visits	Schedule will be coordinated with state personnel. 5 page reports are due the earlier of within 3 weeks of completion of work with states or June 20 <sup>th</sup> , 2020.
<b>Task 2: Contractor development of training materials for EPA's DWSRF program and states.</b>		
	Guide book	<b>Guidebook</b> – 1 <sup>st</sup> draft with 7 weeks of technical direction by the COR. Final draft within 4 weeks of comments by the COR.
	Fact Sheet	<b>Factsheet</b> - 1 <sup>st</sup> draft within 4 weeks of technical direction by the COR. Final draft with 3 weeks of comments by the COR.
	3 Case Studies	<b>Case Studies</b> - 1 <sup>st</sup> draft within 4 weeks of technical direction by the COR. Final draft with 3 weeks of comments by the COR
<b>Task 3: Support DWSRF data collection.</b>		
	DWNIMS	<b>Report Generation</b> – Reports are due for QA review by COR Oct 11 <sup>th</sup> , 2019. Final Report are due Oct 25 <sup>th</sup> , 2019.
	Financial Planning Model	<b>Populate Financial Planning Model</b> – Due

		Oct 25 <sup>th</sup> , 2019
	Respond to EPA questions on DWNIMS and PBR databases	<b>Response to COR questions</b> – within 48 hrs of COR e-mail or phone call.
	Populate PBR database from 9 State data pushes	No more than monthly, on the 2 <sup>nd</sup> Monday of each month
	Manage User Accounts for PBR and DWNIMS Systems	<b>User Access</b> – As they come in from users. Assume 5 users changes per month
	Respond to State questions on DWNIMS and PBR databases	<b>User Questions</b> – As they come in from users. Assume 5 state questions per month
	Develop 2 PBR queries for EPA	<b>Query Development</b> – Within 72 hours of Technical Direction from the COR

## V. TRAVEL

As described in Task 1, 3 trips anticipated for working with state DWSRF programs review and determine barrier to program lending in those states.

## VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## VII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## VIII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **IX. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **X. MISCELLANEOUS**

##### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

#### **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 4-09				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       4			Title of Work Assignment/SF Site Name DWSRF Program Support				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1.2, 3.1.3, 3.1.4, 3.1.5					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2019   To   06/30/2020					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 4-09 is to add a new alternate WACOR, Brad Raszewski and to reduce the number of states the contractor will visit from 3 states to 1 state, Arkansas.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 1,100						
09/01/2015 To 06/30/2020										
This Action:				-360						
Total:				740						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   HowardE Rubin							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-2051			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Camille W. Davis							Branch/Mail Code:			
_____ (Signature)                      (Date)							Phone Number: 513-487-2095			
							FAX Number: 513-487-2115			



**PERFORMANCE WORK STATEMENT**  
**Cadmus EP-C-15-022**  
**Work Assignment No. 4-09 Amendment 1**

**I. ADMINISTRATIVE:**

**A. Title: DWSRF Program Support**

**B. Work Assignment Manager:**

Howard Rubin  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-2051  
[Rubin.HowardE@epa.gov](mailto:Rubin.HowardE@epa.gov)

**Alternate Work Assignment Manager:**

Brad Raszewski  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Avenue, NW (MC:  
4606M)  
Washington, DC 20460  
202-564-8902  
[Raszewski.Bradley@epa.gov](mailto:Raszewski.Bradley@epa.gov)

**PWS: 3.1.2, 3.1.3, 3.1.4, 3.1.5**

**LOE: 740 hours**

**C. Quality Assurance: [Please use sample draft QA language from QA guidance.]**

The tasks in this work assignment requires the use of primary and/or secondary data. Collection, use and analysis of data will be identical to the procedures described in the PQAPP completed under WA consistent with the Agency's quality assurance (QA) requirements, supplementing the programmatic quality assurance project plan (PQAPP). The project specific quality assurance requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** The Office of Ground Water and Drinking Water (OGWDW) is responsible for providing guidance, training and national management for the Drinking Water State Revolving Fund (DWSRF) Program. The DWSRF provides training and guidance documents to assist states, Regions and HQ understand and manage the DWSRF program.

**II. OBJECTIVE:**

The contractor shall provide training and assistance to states to improve the effectiveness and efficiency of their use of DWSRF funds. The contractor shall develop materials (factsheets, case studies, and webinars) to assist states maximizing the use of their DWSRF funds. The contractor shall provide support to the headquarters team in the collection, organization, review, and report out on DWSRF program data.

This amendment modifies the work assignment by reducing the number of states the contractor will visit from 3 States to 1, and names that state as Arkansas.

**III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

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### **Task 1 – Task 1: Contractor support to 3 states to improve the effectiveness and efficiency of their use of DWSRF funds.**

The contractor shall visit 1 state to help the state determine what are the barriers to lending state DWSRF funds to borrowers. The state will be Arkansas. This state has a high cash balance compared to a typical year's disbursement of DWSRF funds. The contract shall devote approximately 20 hours of preparation per state, 80 hours on-site with the state discussing program processes, 40 hours developing options for the state, and 40 hours working with the state on a plan to implement chosen options. A written summary of the contractors work with each state of approximately 5 pages will be delivered to the COR with 3 weeks of the contractors completion of work with each state.

### **Task 2: Contractor development of training materials for EPA's DWSRF program and states.**

- a) The contractor shall prepare a guide book for States on moving to a cash flow model basis of DWSRF program management. The guide book shall cover the points made in

- the webinar and shall include appropriate background and example calculation.
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- a) The contractor shall support OGWDW's efforts in managing the DWSRF National Information Management System. The data system is used to collect, maintain, and report state-by-state DWSRF program information needed by headquarters to effectively manage the DWSRF program and to respond to internal and external requests for program information. The contractor shall generate reports using the updated data elements and state data. These updated reports will be made publicly available by EPA through online distribution. This suite of reports shall include updated versions of ones provided in previous years. Upon completion of the quality review of the submitted data, the contractor shall also provide the WACOR with a copy of the updated DWNIMS data in either an MS Access or MS Excel format. If the data is provided in an MS Access format, the contractor shall support the WACOR by including reports/queries that capture critical data elements at the state and national level. Current reports can be found at <https://www.epa.gov/drinkingwatersrf/drinking-water-state-revolving-fund-national-information-management-system-reports>.
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	State visit	Schedule will be coordinated with state personnel. 5 page reports are due the earlier of within 3 weeks of completion of work with states or June 20 <sup>th</sup> , 2020.
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	Financial Planning Model	<b>Populate Financial Planning Model</b> – Due Oct 25 <sup>th</sup> , 2019
	Respond to EPA questions on DWNIMS and PBR databases	<b>Response to COR questions</b> – within 48 hrs of COR e-mail or phone call.
	Populate PBR database from 9 State data pushes	No more than monthly, on the 2 <sup>nd</sup> Monday of each month
	Manage User Accounts for PBR and DWNIMS Systems	<b>User Access</b> – As they come in from users. Assume 5 users changes per month
	Respond to State questions on DWNIMS and PBR databases	<b>User Questions</b> – As they come in from users. Assume 5 state questions per month
	Develop 2 PBR queries for EPA	<b>Query Development</b> – Within 72 hours of Technical Direction from the COR

## V. TRAVEL

As described in Task 1, 1 trip anticipated for working with state DWSRF programs review and determine barrier to program lending in those states.

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Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

## **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.